



Collateral Registry Application Software

SYSTEM USER GUIDE v1.0

PUBLIC

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How to Perform a Search

(Unregistered User)

Search



1. Visit <https://www.collateralregistry.gov.gh> and on the Home Page click **"SEARCH THE REGISTRY"**.

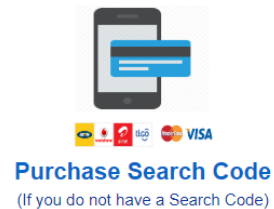
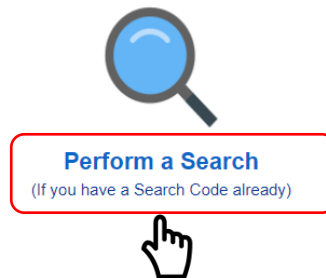
The screenshot shows the homepage of the Collateral Registry. At the top left is the Bank of Ghana logo and the text "Collateral Registry Improving Access to Credit". The navigation menu includes "HOME", "SEARCH THE REGISTRY" (highlighted with a red box and a hand cursor), "USEFUL RESOURCES", "ABOUT US", and "LOGIN". The main banner features a large image of a modern building with the text "COLLATERAL REGISTRY APPLICATION SOFTWARE (CRAS) ACT 1052". A dark overlay on the left contains the heading "Collateral Registry Application Software (CRAS) Modification" and a "READ MORE" button. At the bottom, there is a "Welcome to the Collateral Registry" message, a "Collateral Registry Ghana" logo, and two buttons: "LOGIN" (with a lock icon) and "CREATE NEW ACCOUNT" (with a plus icon).

2. Click the **Perform a Search** button to perform a search.



Welcome to the Search page

You are required to provide a **Search code** generated by the Collateral Registry to complete your Search. If you have a **Search code**, click on **Perform a Search**. Click on **Purchase Search Code** to get a **Search code** to perform search. [Click here](#) to download a system guide on how to perform a search with your search code.



NB: If you do not have a **Search code** then click on **Purchase Search Code** to purchase a **Search code** to enable you Perform a Search.

Search (Borrower Details)

3. Enter the **Borrower's Name** and/or **ID Number**.
4. Next, click the **Submit Search** button to perform a search.

Search Criteria

Search By Borrower Collateral Security Interest

Borrower ID

Name

Submit Search

A hand cursor icon pointing to the "Submit Search" button, which is highlighted with a red rounded rectangle.

NB: Borrower ID may be the **Passport Number, Voter ID, Driver License** or **National ID** of a Borrower (individual), or the **Business Name** or **Registration No.** of the borrowing institution.

Search (Collateral Identification Number)

5. Click on **Collateral** and then select **Collateral ID** from the dropdown list. Next, enter the unique **Collateral Identification Number**.
6. Click the **Submit Search** button to perform a search.

Search Criteria

Search By Borrower Collateral Security Interest

Please Select An Option

Collateral ID

5

Search Criteria

Search By Borrower Collateral Security Interest

Please Select An Option


Collateral ID

6

NB: You may search using the unique **Collateral Identification Number**. Such as the **Land Title Certificate No. / Deed No.** in the case of landed property or the **Chassis number** in the case of a vehicle.

Search (Asset Owner Details)

7. Click on **Collateral** and then select **Asset Owner** from the dropdown list. Enter **Asset Owner ID** and/or **Name**.
8. Next, click the **Submit Search** button to perform a search.

 Search Criteria

Search By Borrower Collateral Security Interest

Please Select An Option

Asset Owner ID

Asset Owner Name

NB: Asset Owner ID may be the **Passport Number, Voter ID, Driver License** or **National ID** of the Asset Owner (individual), or the **Business Registration No.** of the Asset Owner (institution).

Search (Security Interest Registration Number)

9. Enter the **Registration Number** of the **Security Interest**.
10. Next, click the **Submit Search** button to perform a search.

Search Criteria

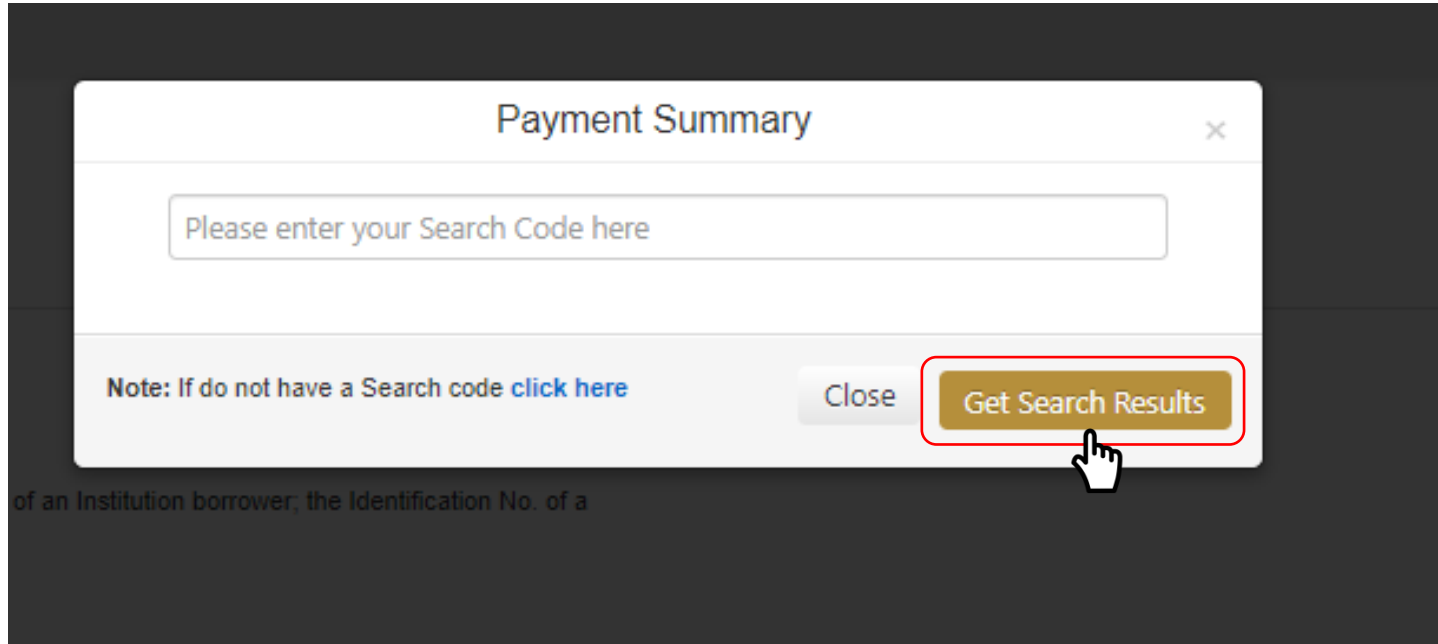
Search By Borrower Collateral Security Interest

Charge Registration No

A rectangular button with rounded corners, a brown background, and white text that says "Submit Search". A hand cursor is pointing at the button, and it is highlighted with a red border.

Search

11. Enter the **Search Code (PIN)** found on your payment receipt.
12. Click the **Get Search Results** button to display the search results..

A screenshot of a "Payment Summary" dialog box. The dialog has a title bar with "Payment Summary" and a close button (X). Below the title bar is a text input field with the placeholder text "Please enter your Search Code here". At the bottom of the dialog, there is a note: "Note: If do not have a Search code [click here](#)". To the right of the note are two buttons: a "Close" button and a "Get Search Results" button. The "Get Search Results" button is highlighted with a red border and a mouse cursor is pointing at it. Below the dialog box, the text "of an Institution borrower; the Identification No. of a" is partially visible.

Payment Summary

Please enter your Search Code here

Note: If do not have a Search code [click here](#)

Close Get Search Results

of an Institution borrower; the Identification No. of a

Search

13. Once payment has been verified, a number of search items per the search parameter will be displayed.

14. Click **OK** to continue.

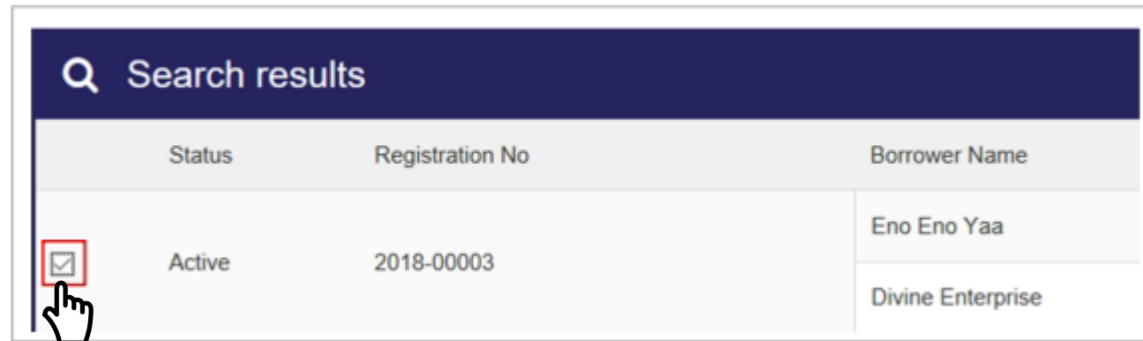


15. Scroll down to display the **Search Results** as shown below.

| Q Search results | | | | |
|--------------------------|-----------------|---------------|-------------------|---|
| Status | Registration No | Borrower Name | Borrower ID | |
| <input type="checkbox"/> | Active | 2018-00003 | Eno Eno Yaa | Passport: 6328782 Driver License: w234387 |
| | | | Divine Enterprise | BN-89,894 |

Showing 1 entries

16. Check the checkbox to select the desired search result as shown below.

A screenshot of a search results interface. At the top, there is a dark blue header with a magnifying glass icon and the text "Search results". Below this is a table with three columns: "Status", "Registration No", and "Borrower Name". The table contains one row of data. A red square highlights a checkbox in the left margin of the table, with a hand cursor pointing to it.

| Status | Registration No | Borrower Name |
|--------|-----------------|----------------------------------|
| Active | 2018-00003 | Eno Eno Yaa Divine Enterprise |

17. Click the **Generate Search Report** button to download the search report as shown.



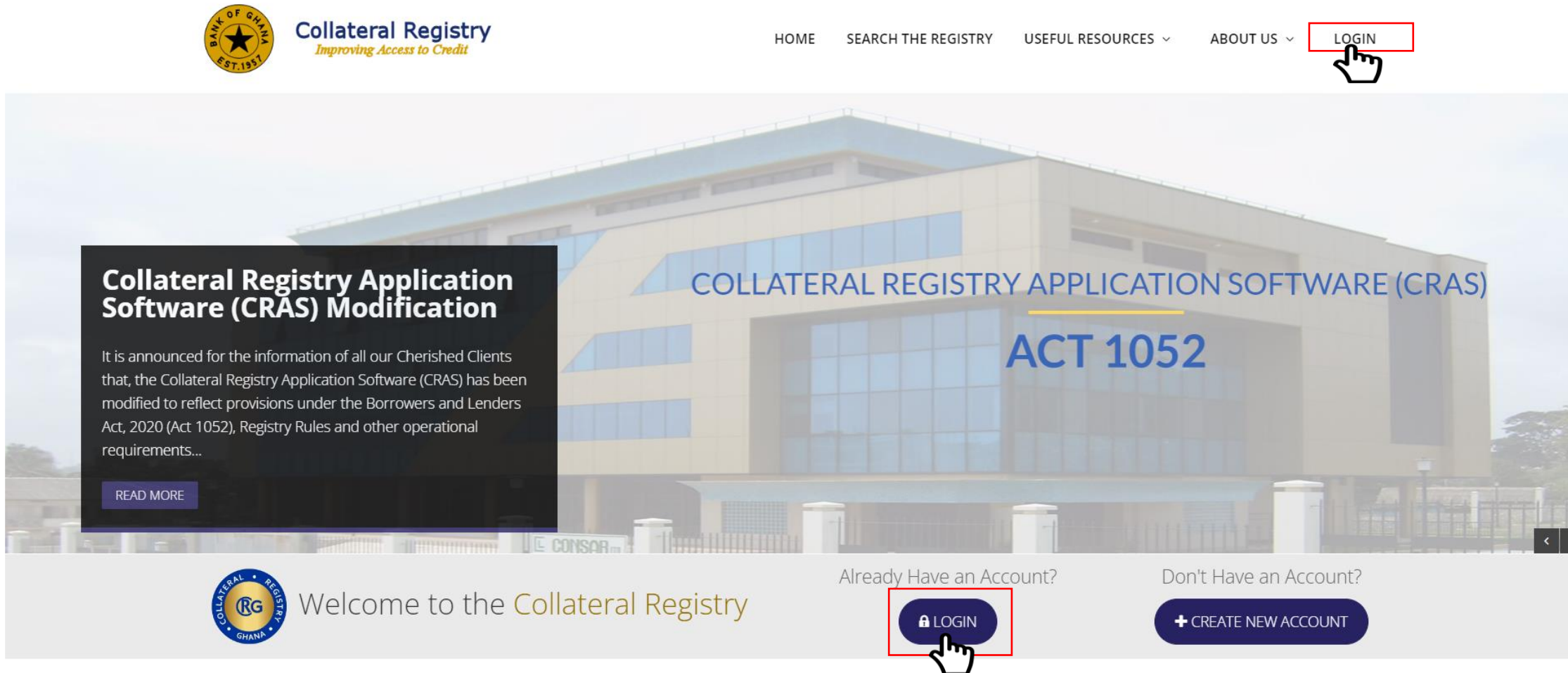
NB: Where a search returns zero (0) records, the user may click the **Generate Search Report** button to download the report as shown.



How to Perform a Search

(Registered User)

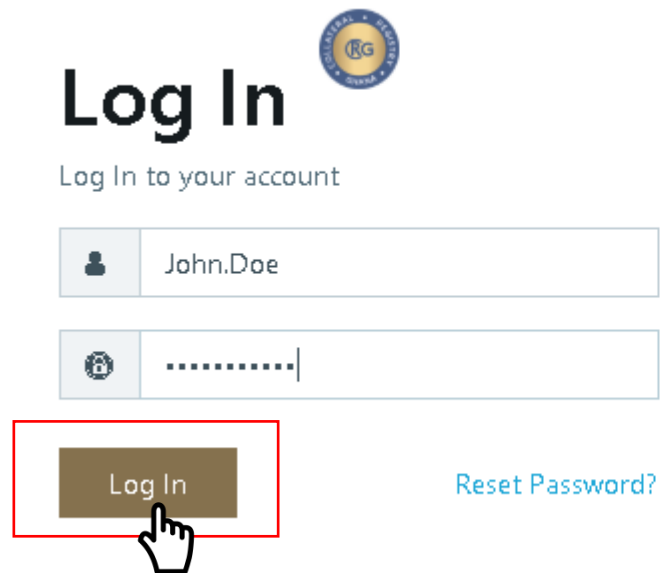
1. Visit <https://www.collateralregistry.gov.gh> and on the Home Page click “**LOGIN**”.



The screenshot shows the Collateral Registry website. At the top left is the Bank of Ghana logo and the text "Collateral Registry Improving Access to Credit". To the right is a navigation menu with "HOME", "SEARCH THE REGISTRY", "USEFUL RESOURCES", "ABOUT US", and "LOGIN". The "LOGIN" button is highlighted with a red box and a hand cursor. Below the navigation is a large banner image of a modern building. Overlaid on the banner is the text "COLLATERAL REGISTRY APPLICATION SOFTWARE (CRAS) ACT 1052". On the left side of the banner is a dark box with the title "Collateral Registry Application Software (CRAS) Modification" and a "READ MORE" button. At the bottom of the page, there is a "Welcome to the Collateral Registry" message with the Collateral Registry logo. To the right of the welcome message are two options: "Already Have an Account?" with a "LOGIN" button (highlighted with a red box and hand cursor) and "Don't Have an Account?" with a "CREATE NEW ACCOUNT" button.

Search

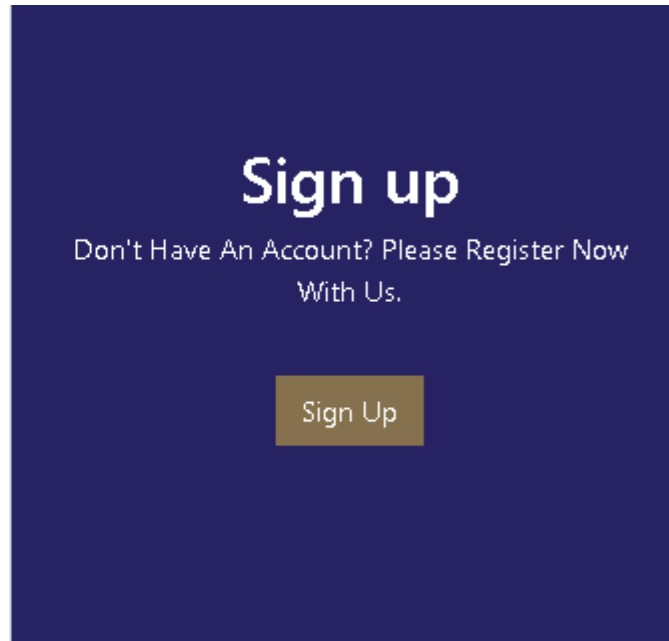
2. On the **Login Page** enter your **Username** and **Password**.
3. Next, click the **Log In** button.

A screenshot of a login form. At the top right is the Bank of Ghana logo. The main heading is "Log In" in a large, bold font. Below it is the subtext "Log In to your account". There are two input fields: the first contains the username "John.Doe" and the second contains a masked password ".....". Below the password field is a "Log In" button, which is highlighted with a red rectangular box and a hand cursor pointing to it. To the right of the button is a link labeled "Reset Password?".

Log In

Log In to your account

[Reset Password?](#)

A screenshot of a sign-up form. The background is dark blue. The main heading is "Sign up" in a large, bold, white font. Below it is the text "Don't Have An Account? Please Register Now With Us." in a smaller white font. At the bottom center is a "Sign Up" button in a gold color.

Sign up

Don't Have An Account? Please Register Now
With Us.

[Sign Up](#)

Search



4. On the Dashboard Page, click **Search** on the menu bar and select **Search** from the dropdown menu as shown below.

A screenshot of the Collateral Registry System dashboard. The top navigation bar is dark blue with the "Collateral Registry System" logo and name on the left, and "Home" and "Dashboard" icons on the right. Below this is a light grey menu bar with items: "My Tasks", "Search", "Security Interest", "Payment", "Reports", "Administration", and "Config". The "Search" menu item is highlighted with a red box, and its dropdown menu is open, showing "Search" and "Searches Conducted". A hand cursor is pointing at the "Search" option in the dropdown. Below the menu bar, there is a "NOTIF Dashboard" section with a laptop icon.

A screenshot of the dashboard content area. The first section is titled "Latest Pending Tasks" and contains a message: "You have no pending tasks". The second section is titled "Transactions Pending Payment" and contains a table with the following columns: "Date", "Service Type", and "Fee". Below the table is a "More..." link with a list icon.



Search (Borrower Details)

3. Enter the **Borrower's Name** and/or **ID Number**.
4. Next, click the **Submit Search** button to perform a search.

Search Criteria

Search By Borrower Collateral Security Interest

Borrower ID

Name

Submit Search

A hand cursor icon pointing to the "Submit Search" button, which is highlighted with a red rounded rectangle.

NB: Borrower ID may be the **Passport Number, Voter ID, Driver License** or **National ID** of a Borrower (individual), or the **Business Name** or **Registration No.** of the borrowing institution.

Search (Collateral Identification Number)

5. Click on **Collateral** and then select **Collateral ID** from the dropdown list. Next, enter the unique **Collateral Identification Number**.
6. Click the **Submit Search** button to perform a search.

Search Criteria

Search By Borrower Collateral Security Interest

Please Select An Option

Collateral ID

5

Search Criteria

Search By Borrower Collateral Security Interest

Please Select An Option


Collateral ID

6

NB: You may search using the unique **Collateral Identification Number**. Such as the **Land Title Certificate No. / Deed No.** in the case of landed property or the **Chassis number** in the case of a vehicle.

Search (Asset Owner Details)

7. Click on **Collateral** and then select **Asset Owner** from the dropdown list. Enter **Asset Owner ID** and/or **Name**.
8. Next, click the **Submit Search** button to perform a search.

 Search Criteria

Search By Borrower Collateral Security Interest

Please Select An Option

Asset Owner ID

Asset Owner Name

NB: Asset Owner ID may be the **Passport Number, Voter ID, Driver License** or **National ID** of the Asset Owner (individual), or the **Business Registration No.** of the Asset Owner (institution).

Search (Security Interest Registration Number)

9. Enter the **Registration Number** of the **Security Interest**.
10. Next, click the **Submit Search** button to perform a search.

Search Criteria

Search By Borrower Collateral Security Interest

Charge Registration No

A rectangular button with rounded corners, colored in a dark olive green, with the text "Submit Search" in white. A hand cursor icon is pointing at the button, and a red rectangular box highlights the button.

Search

11. A number of search items per the search parameter will be displayed.
12. Click **OK** to continue.

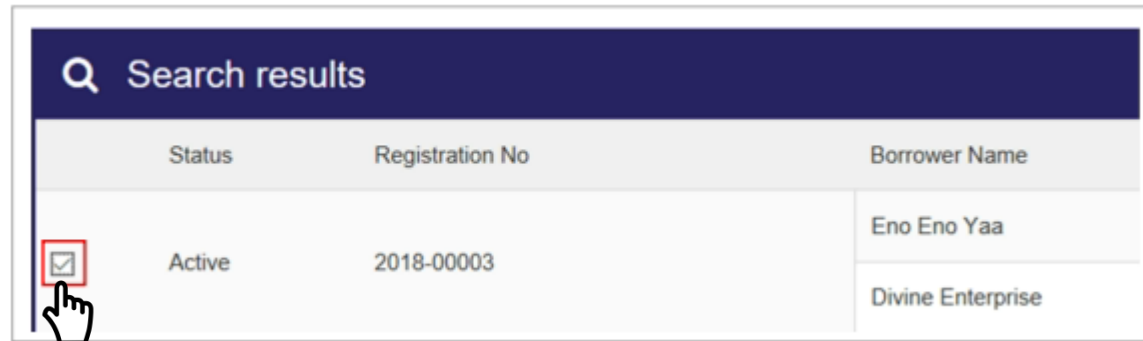


13. The Search Results will then be displayed as shown below.

| Search results | | | | |
|--------------------------|-----------------|-------------------|-------------|--------------------------------------|
| Status | Registration No | Borrower Name | Borrower ID | |
| <input type="checkbox"/> | Active | 2018-00003 | Eno Eno Yaa | Passport: 6328' Driver License: 4387 |
| | | Divine Enterprise | E 9,894 | |

Showing 1 entries

14. Check the checkbox to select the desired search result as shown below.

A screenshot of a search results interface. At the top, there is a dark blue header with a magnifying glass icon and the text "Search results". Below this is a table with three columns: "Status", "Registration No", and "Borrower Name". The table contains one row of data. A red square highlights a checkbox in the left margin of the table, with a hand cursor pointing to it.

| Status | Registration No | Borrower Name |
|--------|-----------------|----------------------------------|
| Active | 2018-00003 | Eno Eno Yaa Divine Enterprise |

15. Click the **Generate Search Report** button to download the search report as shown.



NB: Where a search returns zero (0) records, the user may click the **Generate Search Report** button to download the report as shown.



How to Make an Online Payment

(Unregistered User)

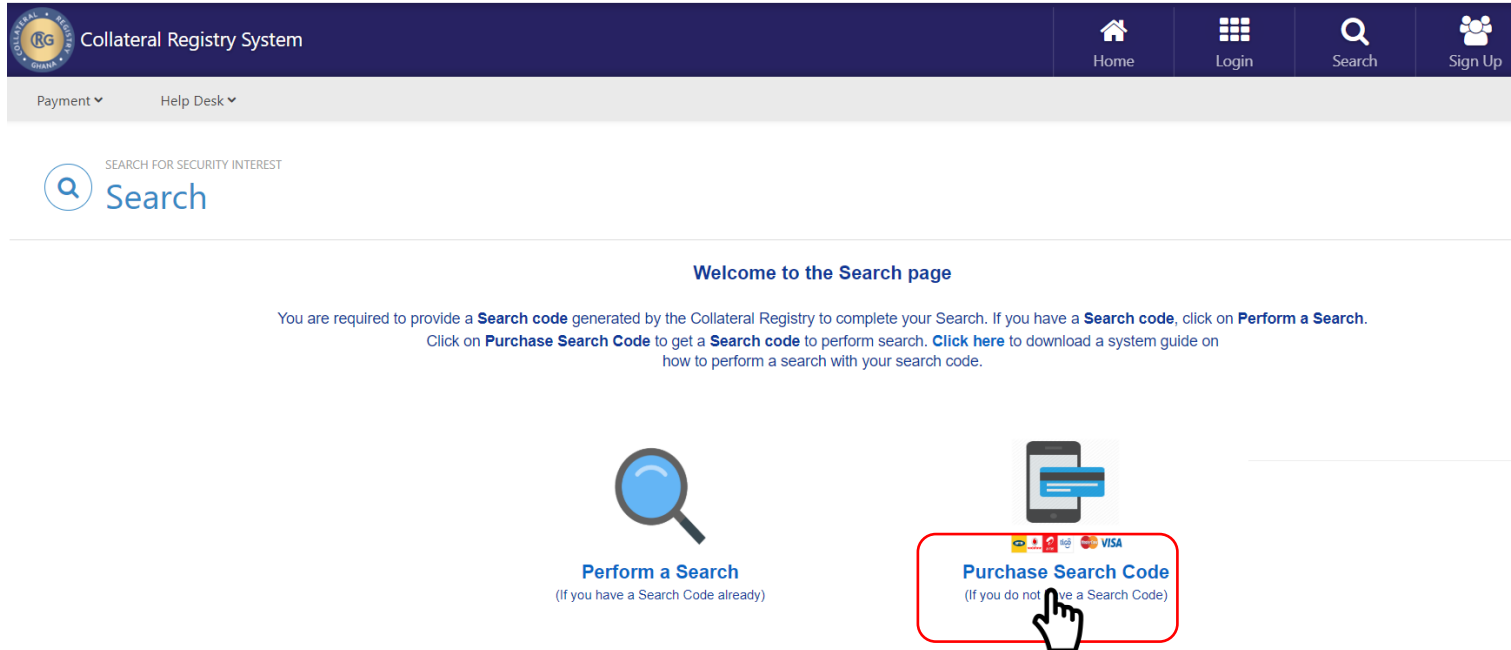
Online Payment



1. Visit <https://www.collateralregistry.gov.gh> and on the Home Page click **"SEARCH THE REGISTRY"**.

The screenshot shows the Collateral Registry website. At the top left is the Bank of Ghana logo and the text "Collateral Registry Improving Access to Credit". The navigation menu includes "HOME", "SEARCH THE REGISTRY" (highlighted with a red box and a hand cursor), "USEFUL RESOURCES", "ABOUT US", and "LOGIN". The main banner features a building image with the text "COLLATERAL REGISTRY APPLICATION SOFTWARE (CRAS) ACT 1052". A dark overlay on the left contains the heading "Collateral Registry Application Software (CRAS) Modification" and a "READ MORE" button. At the bottom, there is a "Welcome to the Collateral Registry" message, a "Collateral Registry Ghana" logo, and two buttons: "LOGIN" (with a lock icon) and "CREATE NEW ACCOUNT" (with a plus icon).

2. Click on **Purchase Search code.**



The screenshot shows the Collateral Registry System interface. At the top, there is a dark blue navigation bar with the logo and name 'Collateral Registry System' on the left, and icons for 'Home', 'Login', 'Search', and 'Sign Up' on the right. Below this is a light grey bar with 'Payment' and 'Help Desk' dropdown menus. The main content area has a search icon and the text 'SEARCH FOR SECURITY INTEREST' above the word 'Search'. A horizontal line separates this from the main content, which starts with the heading 'Welcome to the Search page'. Below the heading is a paragraph of instructions: 'You are required to provide a **Search code** generated by the Collateral Registry to complete your Search. If you have a **Search code**, click on **Perform a Search**. Click on **Purchase Search Code** to get a **Search code** to perform search. [Click here](#) to download a system guide on how to perform a search with your search code.' There are two buttons below: 'Perform a Search (If you have a Search Code already)' with a magnifying glass icon, and 'Purchase Search Code (If you do not have a Search Code)' with a smartphone icon and a hand cursor pointing to it. The 'Purchase Search Code' button is highlighted with a red border.

NB: If you already have a **Search code**, click on **Perform a Search**.

Online Payment

- 3. Provide your **personal information** and **payment information**. Ensure that all mandatory fields are filled.
- 4. Next, click the **Continue** button.

Make payment with any of the following options:



Personal Information

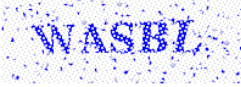
| | |
|----------------|--|
| Name * | <input type="text" value="Name"/> |
| Email | <input type="text" value="Email Address"/> |
| Gender * | <input type="text" value="Select"/> |
| ID Type * | <input type="text" value="Select"/> |
| ID Number * | <input type="text" value="ID"/> |
| Phone Number * | <input type="text" value="Phone Number"/> |

Payment Information

| | |
|----------------------|---|
| Mode of Payment * | <input type="text" value="Mobile Money (MTN, VODAFON)"/> |
| Fee Per Search | |
| Preferred Format * | <input checked="" type="radio"/> Number of Searches <input type="radio"/> Payment Amount |
| Number of Searches * | <input type="text" value="1"/> |
| Amount * | <input type="text"/> |

Security Check

Please type the characters you see in the picture below



[Refresh](#)

Letters are not case sensitive



Note: * Means Required / Mandatory Field

Online Payment

5. Review the information you provided to ensure it is accurate. Next, click the **Pay** button to be redirected to the payment page to complete the transaction.

[Click here to print Transaction Reference No: T351850020](#)

Personal Information

| | |
|----------------|-----------------|
| Name * | Sharron Quarley |
| Email | |
| Phone Number * | 0244 XXX XXX |
| Gender * | Female |
| ID Type * | Voter's Id |
| ID Number * | XXXXXXXXXX |

Payment Information

| | |
|-----------------------|---|
| Transaction Reference | TB0DD59420 |
| Mode of Payment * | Mobile Money (MTN, VODAFONE, AIRTEL/TIGO) |
| Number of Searches * | 1 |
| Amount * | |
| Transaction Charge * | |
| Total Amount | |

[Back](#)

[Pay](#)

***Note:** Take note of your Transaction Reference No: T00XXXXXXXXX. You can use it to track your transaction.

6. After successfully completing the payment, you will receive an SMS notification confirming the status of your transaction.

Thank you for using the Collateral Registry's online payment service. You will receive an SMS notification confirming the status of your transaction. [Click here](#) to print Transaction Reference No.: T62E736020. You can use the Transaction Reference No. to track your transaction
[Click here](#) to continue to the [Search page](#) if you received the [Search Code](#) via SMS.

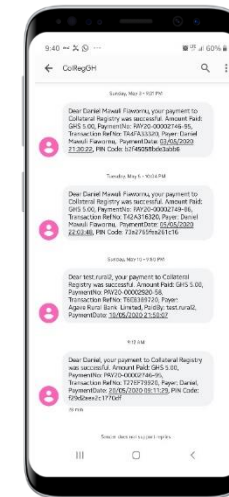
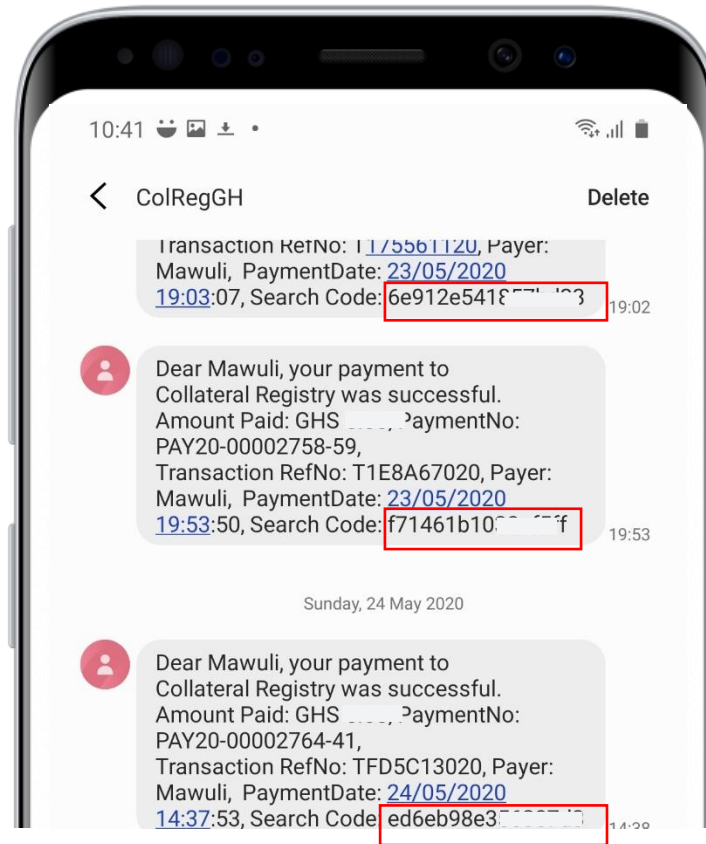
Personal Information

| | |
|----------------|--------------|
| Name * | Daniel |
| Email | 0244 XXX XXX |
| Phone Number * | |
| Gender * | Male |
| ID Type * | Voter's Id |

***Note:** Take note of your Transaction Reference No: T00XXXXXXXXX
You can use it to track your transaction.

Online Payment

- 7. Next, you will receive another SMS notification from the **Collateral Registry** which will contain the **Search code**.
- 8. Upon receiving the **Search code**, you can now proceed to **perform your search**.



***Note:** Take note of your Transaction Reference No: T00XXXXXXXXX. You can use it to track your transaction.



How to Make An Online Payment

(Registered User)

Online Payment



1. Visit <https://www.collateralregistry.gov.gh> and on the Home Page click “**LOGIN**”.

Collateral Registry
Improving Access to Credit

HOME SEARCH THE REGISTRY USEFUL RESOURCES ▾ ABOUT US ▾ **LOGIN**

Collateral Registry Application Software (CRAS) Modification

It is announced for the information of all our Cherished Clients that, the Collateral Registry Application Software (CRAS) has been modified to reflect provisions under the Borrowers and Lenders Act, 2020 (Act 1052), Registry Rules and other operational requirements...

READ MORE

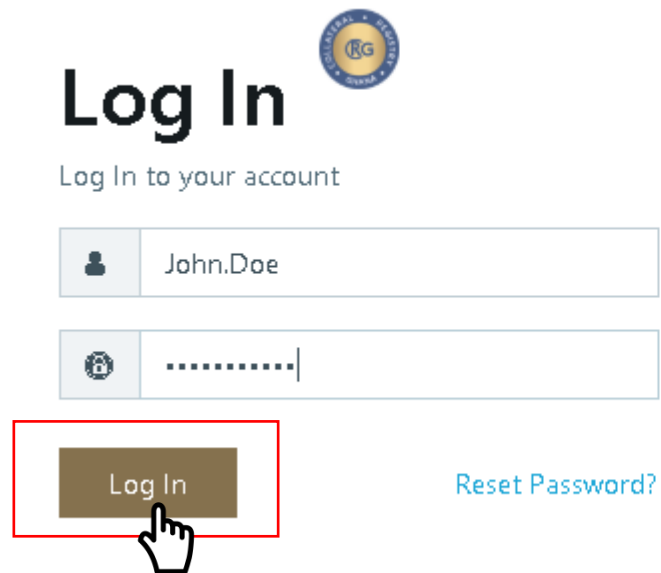
COLLATERAL REGISTRY APPLICATION SOFTWARE (CRAS) ACT 1052

CONSOR

Already Have an Account? **LOGIN** Don't Have an Account? **+ CREATE NEW ACCOUNT**

Online Payment

2. On the **Login Page** enter your **Username** and **Password**.
3. Next, click the **Log In** button.

A screenshot of the Bank of Ghana login page. It features the "Log In" title, a sub-header "Log In to your account", and a small Bank of Ghana logo. There are two input fields: the first contains the username "John.Doe" and the second contains a masked password ".....". Below the fields is a "Log In" button, which is highlighted with a red box and a hand cursor. To the right of the button is a "Reset Password?" link.

Log In

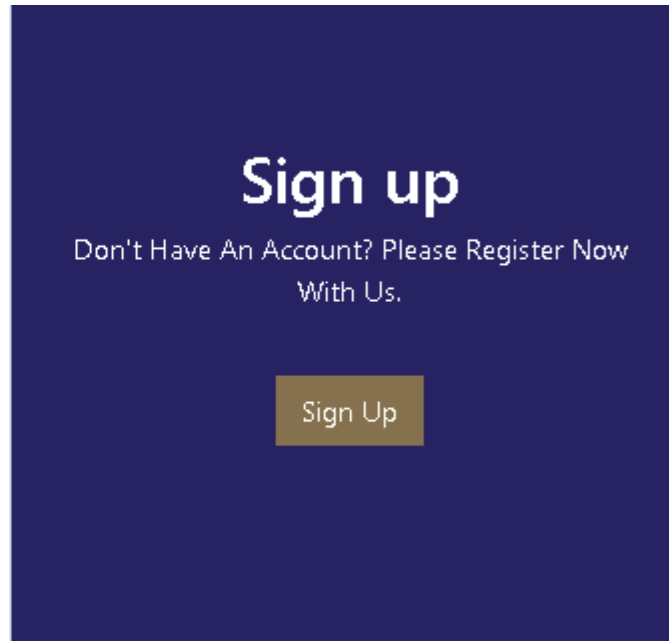
Log In to your account

John.Doe

.....

Log In

[Reset Password?](#)

A screenshot of the Bank of Ghana sign-up page. It has a dark blue background with the text "Sign up" in large white letters. Below it, it says "Don't Have An Account? Please Register Now With Us." and a "Sign Up" button.

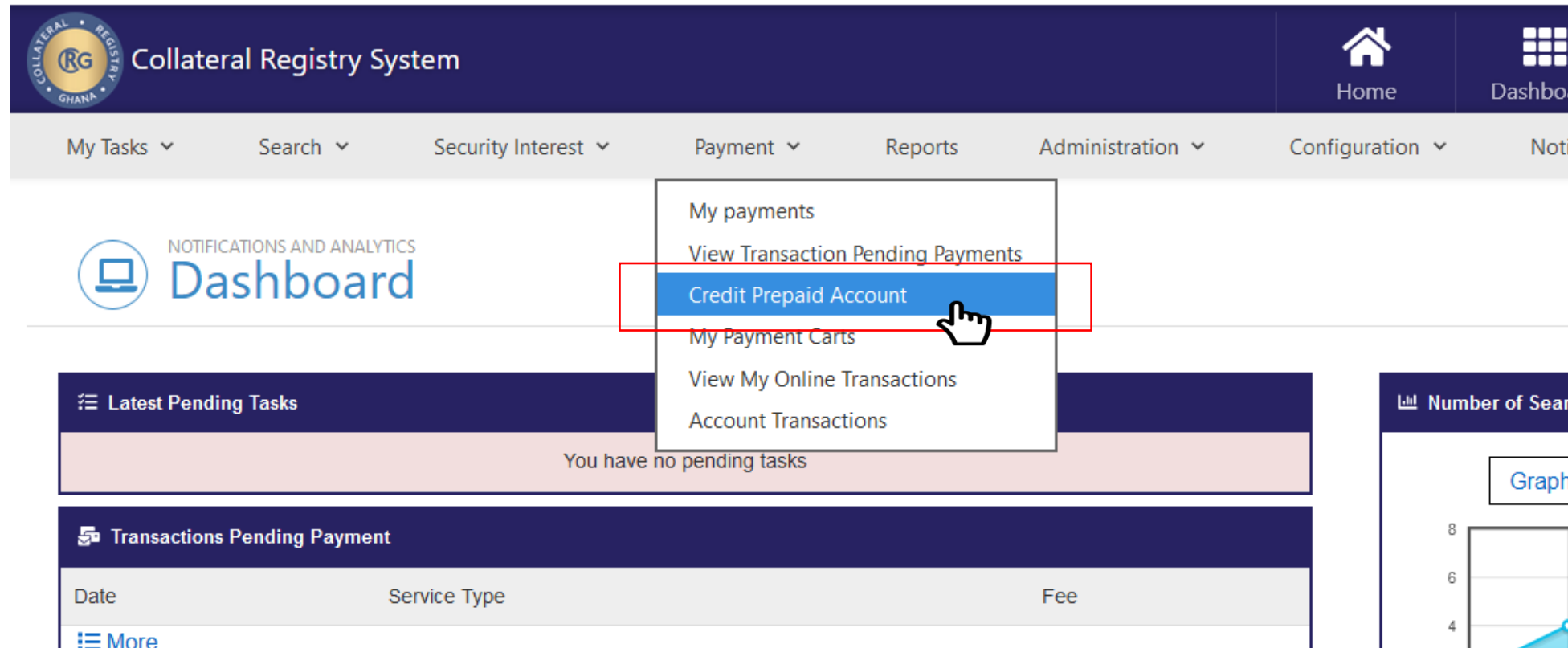
Sign up

Don't Have An Account? Please Register Now
With Us.

Sign Up

Online Payment

4. On the Dashboard Page, click **Payment** on the menu bar and select **Credit Prepaid Account** from the dropdown menu as shown below.



The screenshot displays the Collateral Registry System dashboard. The top navigation bar includes the system logo, the title 'Collateral Registry System', and navigation links for Home and Dashboard. Below this is a secondary menu with options: My Tasks, Search, Security Interest, Payment, Reports, Administration, Configuration, and Notifications. The 'Payment' dropdown menu is open, showing options: My payments, View Transaction Pending Payments, Credit Prepaid Account (highlighted in blue with a hand cursor), My Payment Carts, View My Online Transactions, and Account Transactions. The main dashboard area features a 'Dashboard' section with a laptop icon and the text 'NOTIFICATIONS AND ANALYTICS'. Below this, there are two main panels: 'Latest Pending Tasks' which states 'You have no pending tasks', and 'Transactions Pending Payment' which contains a table with columns for Date, Service Type, and Fee. A 'More' link is visible below the table. On the right side, there is a 'Number of Search' section with a 'Graph' button and a partially visible line chart.

5. Provide the **payment information** and then click on **Continue**.



Personal Information

Do you wish to receive the payment notification as an SMS?

Payment Information

Mode of Payment * Mobile Money (MTN, VODAFONI) ▾

Amount * 1000

Security Check

Please type the characters you see in the picture below



Refresh

hvfht

Letters are not case sensitive

Continue ➔



Online Payment

6. Review the information to ensure it is accurate. Next, click the **Pay** button to be redirected to the payment page to complete the transaction.

[Click here to print Transaction Reference No: T0F2129722](#)

Personal Information

Phone Number * 0202
(You have opted not to receive an SMS notification on the status of your payment.)

Payment Information

| | |
|-----------------------|---|
| Transaction Reference | T0F |
| Mode of Payment * | Mobile Money (MTN, VODAFONE, AIRTEL/TIGO) |
| Amount * | 1,000.00 |
| Transaction Charge * | 18.33 |
| Total Amount | 1,018.33 |

[Back](#)

[Pay !\[\]\(5361750c22c4e047a52f4eac1ec2d4cc_img.jpg\)](#)



7. After successfully completing the payment, you will receive an SMS notification confirming the status of your transaction (if you checked the SMS notification option).

MENT DETAILS

ments

Thank you for your payment. You will receive a notification to confirm the status of your transaction
[Click here](#) to print your Transaction Reference No: T8DD2

Payment Information

| | |
|-----------------------|---|
| Transaction Reference | T0F212 |
| Mode of Payment * | Mobile Money (MTN, VODAFONE, AIRTEL/TIGO) |
| Amount * | 1,000.00 |
| Transaction Charge * | 18.33 |
| Total Amount | 1,018.33 |

***Note:** Take note of your Transaction Reference No: T00XXXXXXXXX. You can use it to track your transaction.



How to Register a Security Interest

Registration

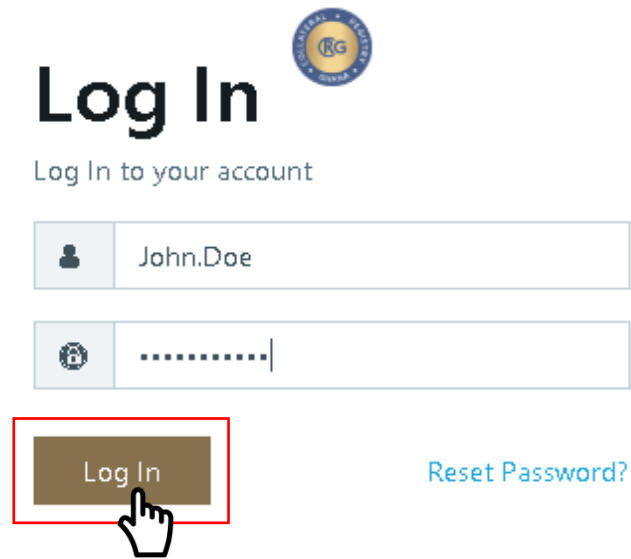


- Visit <https://www.collateralregistry.gov.gh> and on the Home Page click “**LOGIN**”.

The screenshot shows the Collateral Registry website. At the top left is the Bank of Ghana logo and the text "Collateral Registry Improving Access to Credit". The navigation menu includes "HOME", "SEARCH THE REGISTRY", "USEFUL RESOURCES", "ABOUT US", and "LOGIN". A hand cursor is pointing at the "LOGIN" button. Below the navigation is a large banner for "COLLATERAL REGISTRY APPLICATION SOFTWARE (CRAS) ACT 1052" with a "READ MORE" button. At the bottom, there are two buttons: "LOGIN" (with a hand cursor) and "CREATE NEW ACCOUNT".

Registration

- On the **Login Page** enter your **Username** and **Password**.
- Next, click the **Log In** button.

A screenshot of a login form. At the top right is a small circular logo with "BANK OF GHANA" and "EST. 1957". Below it is the heading "Log In" in a large, bold font. Underneath the heading is the text "Log In to your account". There are two input fields: the first contains the username "John.Doe" and the second contains a masked password ".....". Below the password field is a "Log In" button, which is highlighted with a red rectangular border and a hand cursor icon pointing to it. To the right of the button is a link labeled "Reset Password?".

Log In

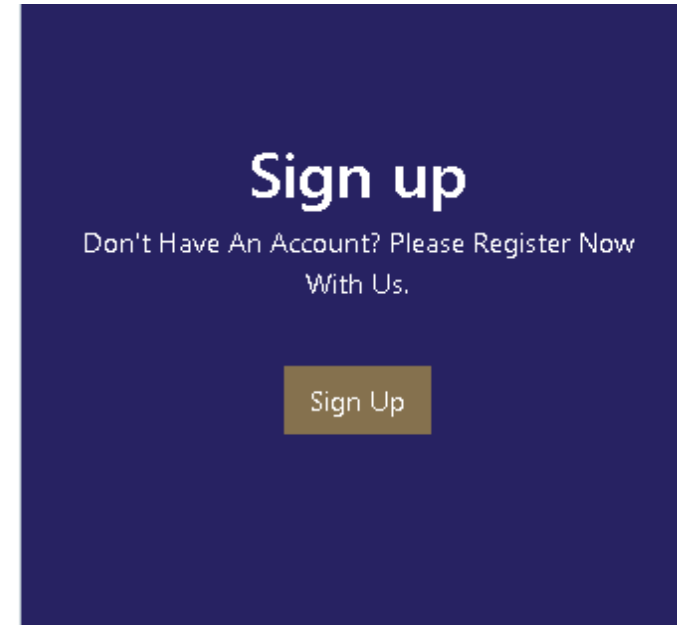
Log In to your account

John.Doe

.....

Log In

[Reset Password?](#)

A screenshot of a sign-up form. The background is a solid dark blue color. The heading "Sign up" is centered in a large, white font. Below the heading is the text "Don't Have An Account? Please Register Now With Us." in a smaller white font. At the bottom center is a brown button with the text "Sign Up" in white.

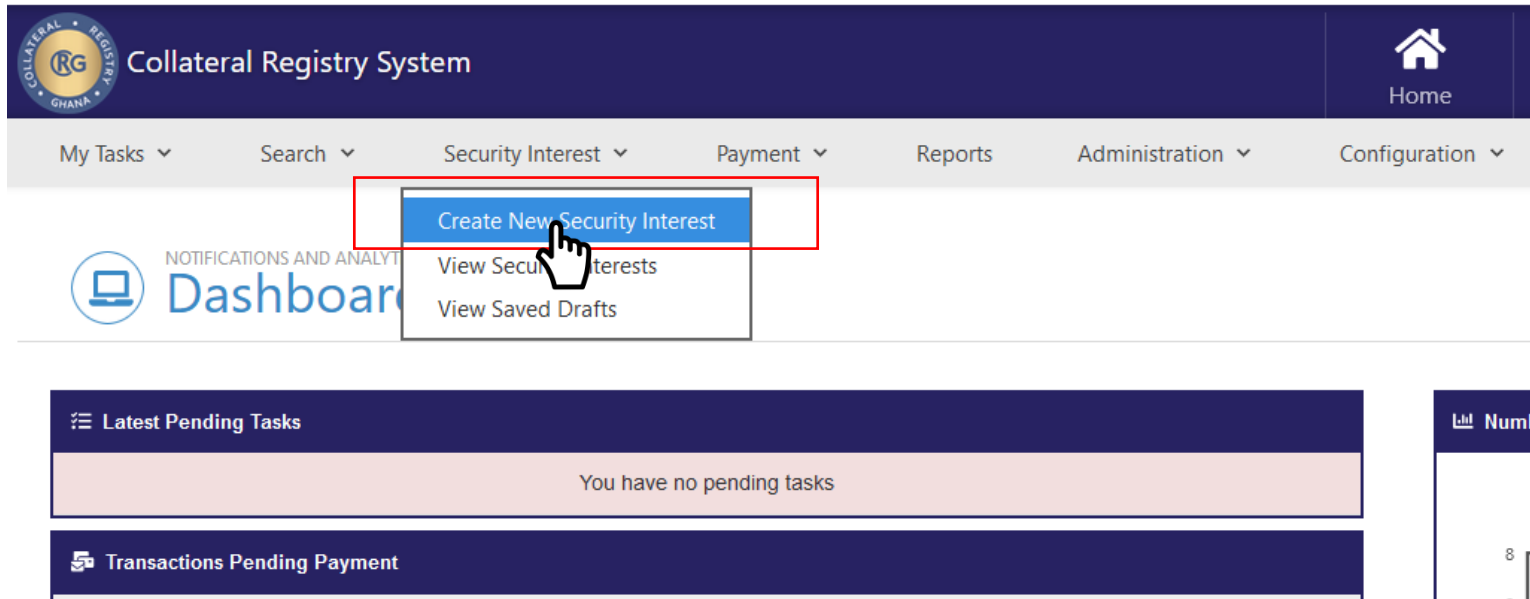
Sign up

Don't Have An Account? Please Register Now
With Us.

Sign Up

Registration

- On the Dashboard Page, click **Security Interest** on the menu bar and select **Create New Security Interest** from the dropdown menu as shown below.
- Next, Select 'Security Interest transaction type' and click on **Continue**.

A screenshot of the Collateral Registry System dashboard. The top navigation bar is dark blue with the "Collateral Registry System" logo and title on the left, and a "Home" button on the right. Below the navigation bar is a horizontal menu with items: "My Tasks", "Search", "Security Interest", "Payment", "Reports", "Administration", and "Configuration". The "Security Interest" menu item is expanded, showing a dropdown menu with three options: "Create New Security Interest" (highlighted in blue and red), "View Security Interests", and "View Saved Drafts". A mouse cursor is pointing at the "Create New Security Interest" option. Below the navigation bar, the main content area is divided into sections. The first section is titled "Latest Pending Tasks" and contains a message: "You have no pending tasks". The second section is titled "Transactions Pending Payment".

Registration

- On the **Security Interest Registration** page, provide the **Security Interest Details**. Ensure that all mandatory fields are filled.

CREATE SECURITY INTEREST

Security Interest

Note: * Means Required / Mandatory Field

[← View Security Interests](#) [Save as Draft](#)

Security Interest Details

| | |
|------------------------------------|---|
| Security Interest Creation Date * | <input type="text" value="dd/mm/yyyy"/> |
| Loan Maturity Date * | <input type="text" value="dd/mm/yyyy"/> |
| Interest Rate Period * | <input type="text" value="v"/> |
| Sector of Economy for the Credit * | <input type="text" value="v"/> |
| Purpose Of Loan * | <input type="text"/> |

NB: You can use the **"Save as Draft"** button to save your progress and continue later if you are unable to complete the Security Interest Registration process.

Registration



- Under the **Registration Information** section, select **Lender** and provide the required information in the fields provided.

Registration Information

Lender | Asset Owner / Borrower | Collateral | Guarantor (Optional)

*** Required Field**

Institution Lender

| | | |
|---|---|-----------------------|
| Institution Name * | <input type="text" value="COLLATERAL BANK PLC"/> | Primary Phone No |
| Country of Incorporation/Origin * | <input type="text" value="Ghana"/> | Secondary Phone No |
| Certificate Of Incorporation / Business Registration Number * | <input type="text"/> | Email Address * |
| TIN * | <input type="text"/> | Entity Type * |
| Physical Address | | Postal Address |
| Country * | <input type="text" value="Ghana"/> | Country * |
| Region * | <input type="text" value="Greater Accra Region"/> | Region * |
| Town /City * | <input type="text" value="Accra"/> | Town /City * |

Registration

- Select **Asset Owner/Borrower** and the appropriate **Asset Owner/Borrower type** button to add the **Asset Owner/Borrower** details.

A screenshot of a web form titled "Registration Information". The form has a dark blue header with a white chevron icon and the title. Below the header, there are four tabs: "Lender", "Asset Owner / Borrower", "Collateral", and "Guarantor (Optional)". The "Asset Owner / Borrower" tab is currently selected. Below the tabs, there are two buttons: "+ Add Institution" and "+ Add Individual", both with a small downward arrow indicating they are dropdown menus.

- Select the **Add Institution** button if the **Asset Owner/Borrower** is an institution or the **Add Individual** button if the **Asset Owner/Borrower** is an Individual. Where there are two or more **Asset Owners/Borrowers** , reselect the appropriate **Asset Owner/Borrower type** button and fill all mandatory fields where applicable.

Registration



- Next, select **Collateral** to add the **Collateral details**.

A screenshot of a web application interface for registration. The top section is a dark blue header with a white arrow icon and the text "Registration Information". Below this is a horizontal navigation bar with four tabs: "Lender", "Asset Owner / Borrower", "Collateral", and "Guarantor (Optional)". The "Collateral" tab is selected and highlighted in a lighter blue. Below the navigation bar is a form titled "Collateral" with a grid of input fields. The fields include: "Collateral Subtype *" (a dropdown menu), "Name(s) of Assest Owner(s) *" (a text box with "SELECT AN OPTION" placeholder), "Description *" (a large text area with "Description (Required)" placeholder), "Nature of Security Interest" (a dropdown menu), and "Restrictions on Security Interest" (a text box).

| Registration Information | | | |
|------------------------------|---|-----------------------------------|----------------------|
| Lender | Asset Owner / Borrower | Collateral | Guarantor (Optional) |
| Collateral | | | |
| Collateral Subtype * | <input type="text"/> | Nature of Security Interest | <input type="text"/> |
| Name(s) of Assest Owner(s) * | <input type="text" value="SELECT AN OPTION"/> | Restrictions on Security Interest | <input type="text"/> |
| Description * | <input type="text" value="Description (Required)"/> | | |

- Select the **Nature Of Security Interest** by choosing from the options in the dropdown list, fill the **Restrictions on Security Interest** field where applicable, select the **Collateral Subtype** from the drop down list, enter the **Serial Number** (for all serial numbered collateral as specified in the regulations), and the **Description** of the collateral in their respective fields.
- For additional collateral, select the **Add New Collateral** button.


Registration

- Where applicable, click the **Guarantor** tab to add the Guarantor's details.
- After making sure that all the required information has been provided on the **Security Interest**, check the **Acknowledgement** checkbox to confirm that the Borrower's authorisation has been given.
- Next, click the **Register Security Interest** button.

Acknowledgement

I have obtained the asset owner's / borrower's authorisation to enter this information in the Collateral Registry System.

Register Security Interest

A hand cursor icon pointing to the "Register Security Interest" button, which is highlighted with a red rectangular border.

Registration



- Information on the Security Interest will then be displayed on the screen for final review.

Review the Security Interest Information

SI Creation Date: 14/02/2023
SI Maturity Date: 01/11/2025
Interest Rate Period: Annual
Sector of Economy for Credit: Electricity, Gas and Water
Pre-Agreement Disclosure Duly Si...: Yes
Purpose of Loan: Importation of solar panels

| Currency | Exchange Rate | Principal Amount | Interest Amount | Other Cost | Maximum Amount (Principal + Interest + Other Costs) | Interest Rate Type | Interest Rate | Loan Code |
|----------------------|---------------|------------------|-----------------|------------|---|--------------------|---------------|-----------|
| United States Dollar | 10.3 | 24,000,000.00 | 2,712,000.00 | 0.00 | 26,712,000.00 | Variable | 11.3 | N/A |

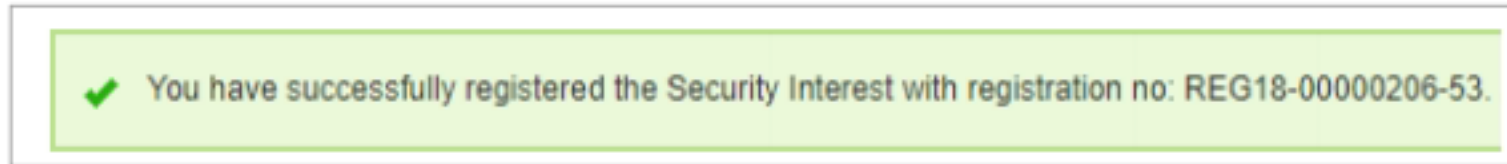
Lender / Lien Holder / Judgement Creditor

[Cancel](#) [Register Security Interest](#)

- Select the **Register Security Interest** button again to confirm the registration or the **Cancel** button to return to previous page.

Registration

- After successfully registering the Security Interest, a confirmation message will be displayed as shown below.



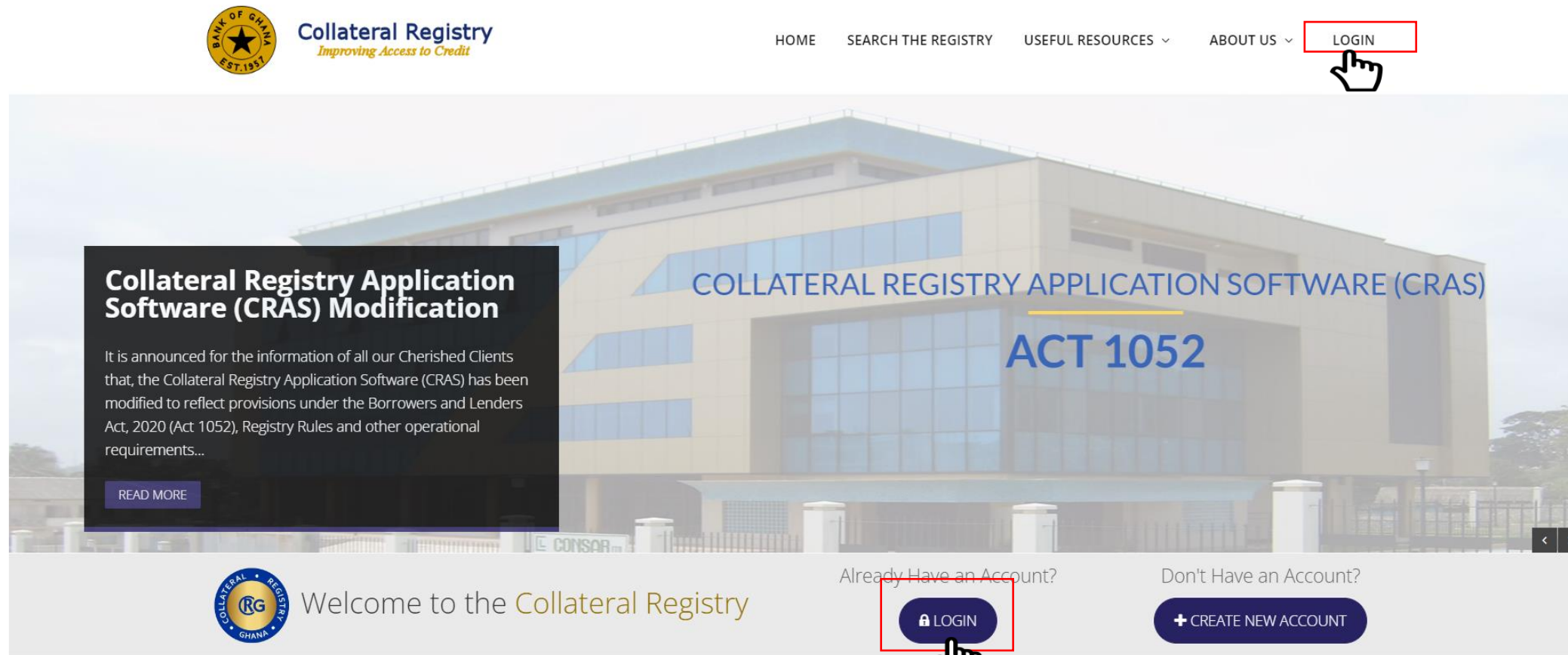
Note: If the **Security Interest Creation date** (i.e. the date on which the agreement was signed) exceeds **28 days**, the **Registration** (late registration) will require authorization from the **Registrar**.



How to Select a Post Registration Activity

Post - Registration Activities

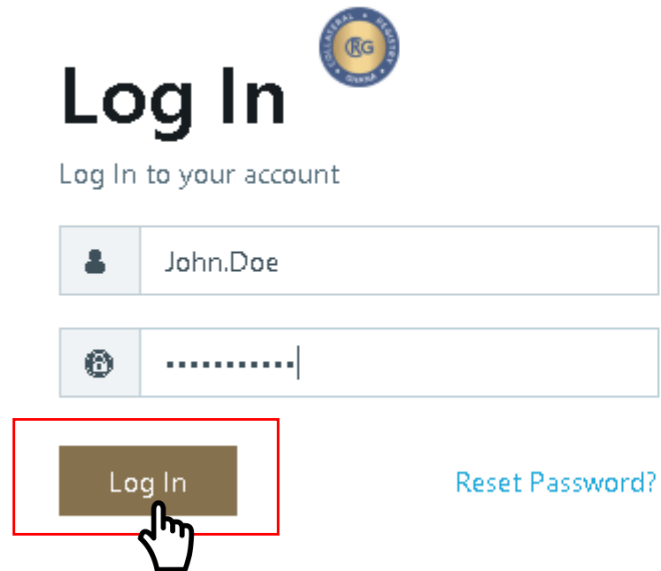
- Visit <https://www.collateralregistry.gov.gh> and on the Home Page click “**LOGIN**”.



The screenshot shows the Collateral Registry website. At the top left is the Bank of Ghana logo and the text "Collateral Registry Improving Access to Credit". The navigation menu includes "HOME", "SEARCH THE REGISTRY", "USEFUL RESOURCES", "ABOUT US", and "LOGIN". The "LOGIN" link is highlighted with a red box and a hand cursor. Below the navigation is a large banner for "COLLATERAL REGISTRY APPLICATION SOFTWARE (CRAS) ACT 1052". On the left side of the banner, there is a dark box with the text "Collateral Registry Application Software (CRAS) Modification" and a "READ MORE" button. At the bottom of the banner, there are two buttons: "Already Have an Account?" with a "LOGIN" button (highlighted with a red box and a hand cursor) and "Don't Have an Account?" with a "CREATE NEW ACCOUNT" button. The bottom left of the page features the Collateral Registry logo and the text "Welcome to the Collateral Registry".

Post - Registration Activities

- On the **Login Page** enter your **Username** and **Password**.
- Next, click the **Log In** button.

A screenshot of a login form for the Bank of Ghana. The form has a white background and a blue header with the "Log In" title and the bank's logo. Below the title is the text "Log In to your account". There are two input fields: the first contains the username "John.Doe" and the second contains a masked password ".....". A brown "Log In" button is highlighted with a red box, and a hand cursor is pointing at it. To the right of the button is a blue link that says "Reset Password?".

Log In

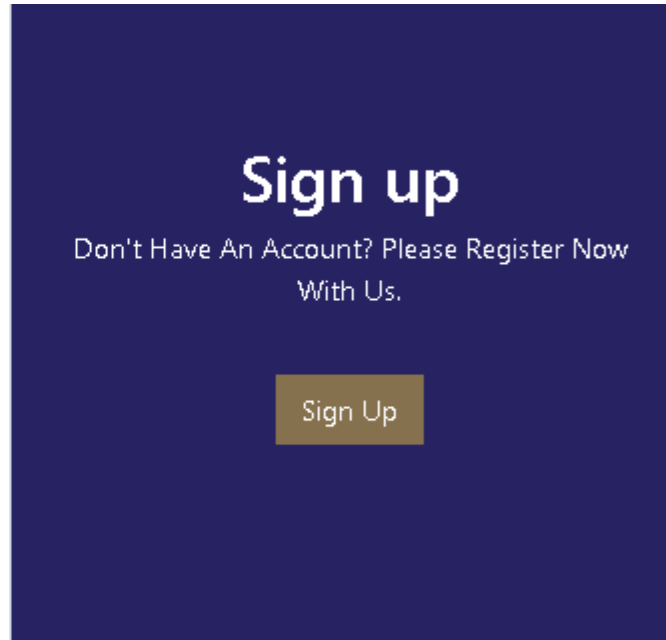
Log In to your account

John.Doe

.....

Log In

[Reset Password?](#)

A screenshot of a sign-up form with a dark blue background. The text "Sign up" is prominently displayed in white. Below it, the text "Don't Have An Account? Please Register Now With Us." is shown in a smaller white font. A brown "Sign Up" button is centered at the bottom of the form.

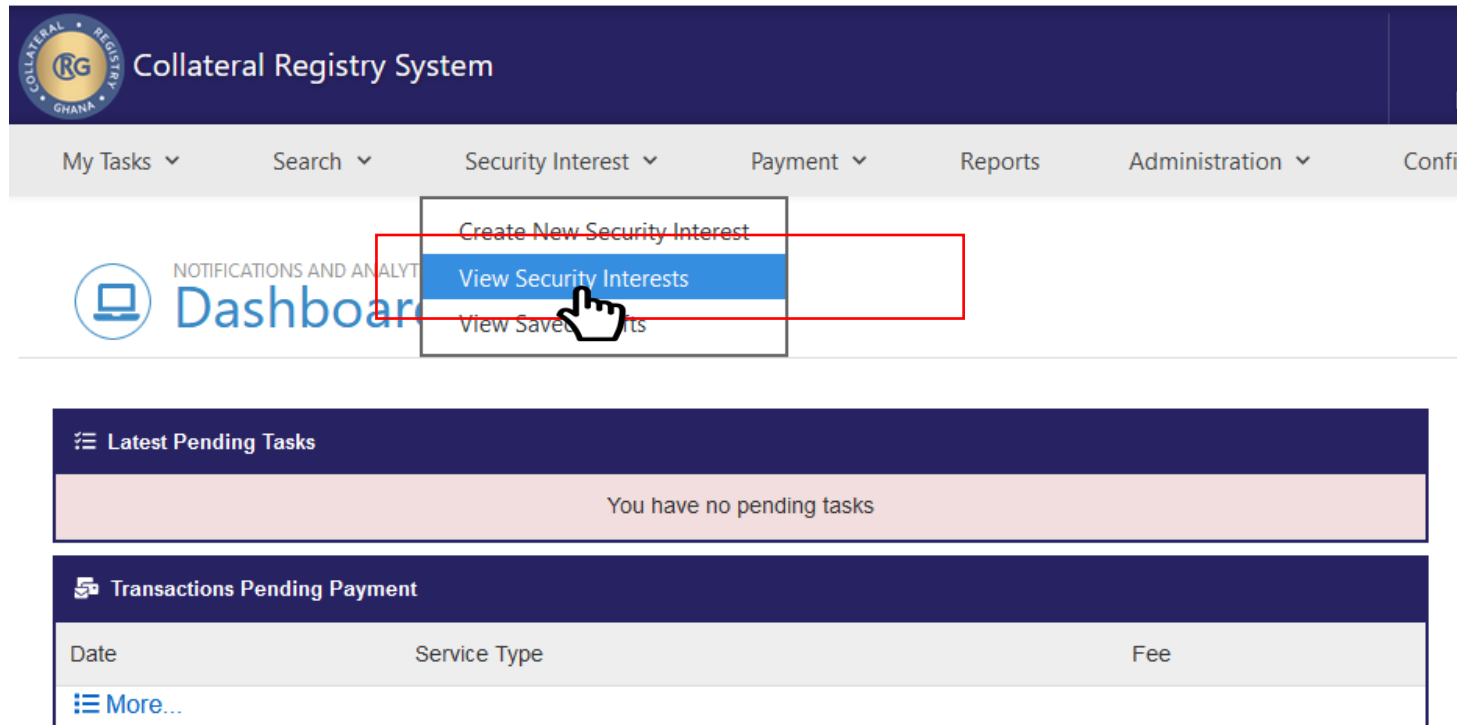
Sign up

Don't Have An Account? Please Register Now
With Us.

Sign Up

Post - Registration Activities

- Click **Security Interest** on the menu tab and select **View Security Interests** from the dropdown menu to open the **My Security Interests** page.




The screenshot displays the Collateral Registry System dashboard. At the top, there is a navigation bar with the following items: My Tasks, Search, Security Interest, Payment, Reports, Administration, and Configuration. The 'Security Interest' dropdown menu is open, showing three options: 'Create New Security Interest', 'View Security Interests' (highlighted in blue), and 'View Saved Security Interests'. A hand cursor is pointing at the 'View Security Interests' option. Below the navigation bar, the dashboard content includes a 'Latest Pending Tasks' section with the message 'You have no pending tasks', and a 'Transactions Pending Payment' section with a table header containing 'Date', 'Service Type', and 'Fee'. A 'More...' link is visible at the bottom of the table.


Post – Registration Activities


- From the **Actions column**, click the **Post Registration Activities** icon of the Security Interest you want to perform the activity on to display the Post Registration page. .




| List of Security Interests | | | |
|---|-----------------------------------|------------------------|-------------|
| Actions | Registration No | Registration Date | Expiry Date |
| Post Registration Activities | <input type="text"/> x | <input type="text"/> x | |
|    | REG18-00000543-12 | 13/06/2018 13:46:48 | 30/06/2018 |
|    | REG18-00000323-90 | 06/06/2018 15:23:27 | 27/12/2018 |

▪ Legend:

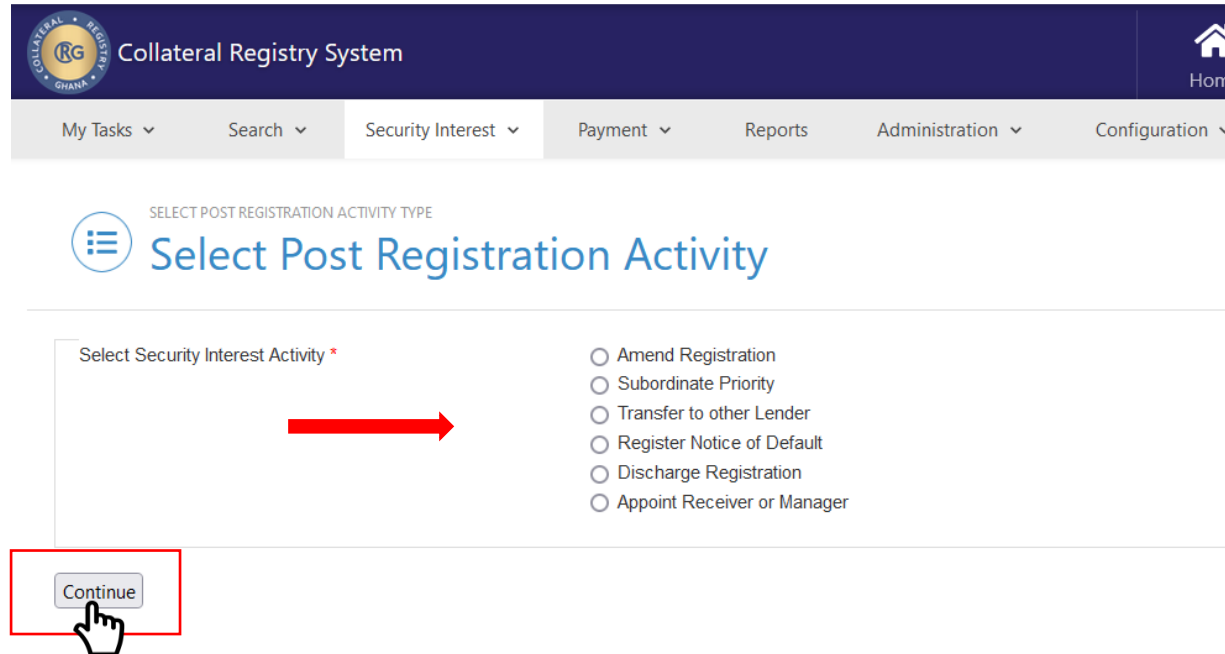
 - Post Registration Activities

 - Download Current Report

 - Download Acknowledgement Report

Post – Registration Activities

- On the **Post Registration Activity Page**, select the **Security Interest Activity** you wish to perform from the option list and click on the **Continue** button.



Collateral Registry System

Home

My Tasks ▾ Search ▾ Security Interest ▾ Payment ▾ Reports Administration ▾ Configuration ▾

SELECT POST REGISTRATION ACTIVITY TYPE

Select Post Registration Activity

Select Security Interest Activity *

- Amend Registration
- Subordinate Priority
- Transfer to other Lender
- Register Notice of Default
- Discharge Registration
- Appoint Receiver or Manager

Continue

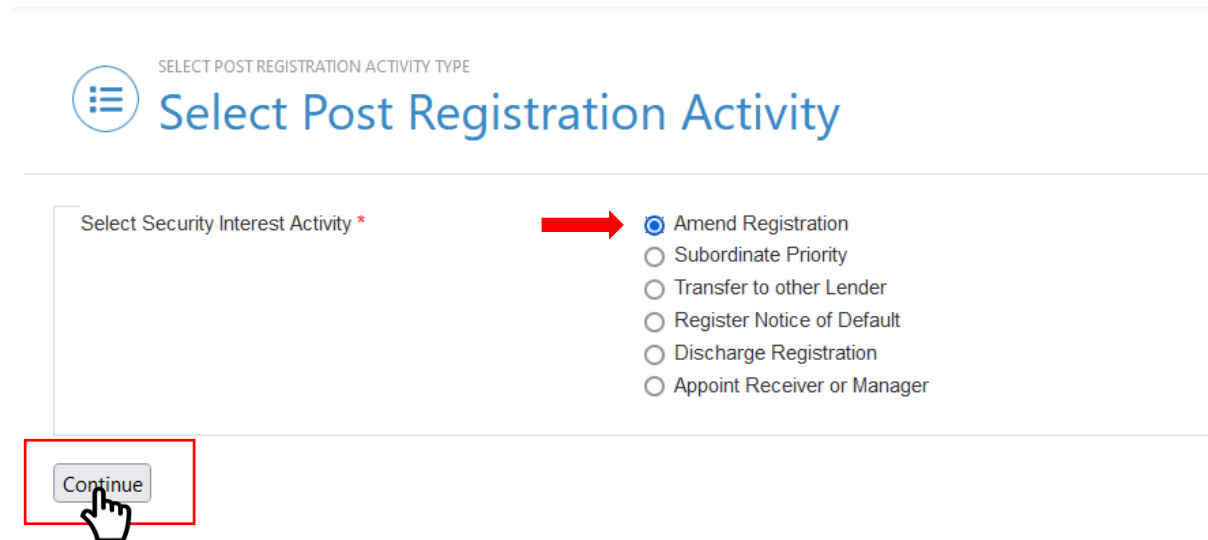


Post Registration Activities

How to Amend a Registration

Post – Registration Activities

- To initiate the Amend registration activity, follow the steps under *'How to Select a Post Registration Activity'* and select **Amend Registration** from the list of options.
- Click the **Continue** button to display the **Amendment page**.

A screenshot of a web form titled "SELECT POST REGISTRATION ACTIVITY TYPE" and "Select Post Registration Activity". The form contains a section labeled "Select Security Interest Activity *" with a list of radio button options: "Amend Registration", "Subordinate Priority", "Transfer to other Lender", "Register Notice of Default", "Discharge Registration", and "Appoint Receiver or Manager". A red arrow points to the "Amend Registration" option. Below the list is a "Continue" button, which is highlighted with a red box and a hand cursor icon pointing to it.

SELECT POST REGISTRATION ACTIVITY TYPE

Select Post Registration Activity

Select Security Interest Activity *

- Amend Registration
- Subordinate Priority
- Transfer to other Lender
- Register Notice of Default
- Discharge Registration
- Appoint Receiver or Manager

Continue

Post – Registration Activities

- Edit the details of the **Security Interest**.

Note: * Means Required / Mandatory Field

☰ Security Interest Details

| | | | |
|---------------------------------|---|--|---|
| Registration No | 2018-79 | Interest Rate Period * | Annual |
| Registration Date | 20 December, 2018 15:50:10 | Sector of Economy for the Credit * | Construction |
| Security Interest Creation Date | 19 December, 2018 | Purpose Of Loan * | Procurement of Equipments |
| Loan Maturity Date * | <input type="text" value="23/05/2028"/> | Pre-Agreement Disclosure Duly Signed * | <input checked="" type="radio"/> Yes <input type="radio"/> No |

| Currency * | Exchange Rate * | Principal Loan Amount * | Interest Amount * | Other Cost * | Maximum Amount (Principal + Interest + Other Costs) * | Interest F |
|--|---|--|--|--|--|---|
| <input style="width: 100%;" type="text" value="United States Dollar"/> | <input style="width: 100%;" type="text" value="0.0"/> | <input style="width: 100%;" type="text" value="0.00"/> | <input style="width: 100%;" type="text" value="0.00"/> | <input style="width: 100%;" type="text" value="0.00"/> | <input style="width: 100%;" type="text" value="8,000,000.00"/> | <input style="width: 100%;" type="text" value="Fixed"/> |

NB: The Security Interest Creation Date and Registration Date fields cannot be amended.

Post – Registration Activities

- After ensuring that all mandatory fields have been filled, check the **Acknowledgement** checkbox to confirm that the Borrower's authorisation has been given.

Acknowledgement

I have obtained the asset owner's / borrower's authorisation to enter this information in the Collateral Registry System.

Register Security Interest

- Click the **Register Security Interest** button to effect the changes.

Post – Registration Activities

- A preview of the amended Security Interest will be displayed on the screen for final review.
- Click the **Amend Security Interest** button to confirm the amendment or click the **Cancel** button to cancel the amendment and return to the previous page.

C0002864886

Review the Security Interest Information

| | |
|-------------------------------------|---|
| SI Creation Date | 19/12/2018 |
| | 00:00:00 |
| SI Maturity Date | 23/05/2028 |
| Interest Rate Period | Annual |
| Sector of Economy for Credit | Construction |
| Pre-Agreement Disclosure Duly Si... | Yes |
| Purpose of Loan | Procurement of Machinery and Equipments |

| Currency | Exchange Rate | Principal Amount | Interest Amount | Other Cost | Maximum Amount (Principal + Interest + Other Costs) | Interest Rate Type | Interest Rate | Loan Code |
|----------------------|---------------|------------------|-----------------|------------|---|--------------------|---------------|-----------|
| United States Dollar | 9 | 8,000,000.00 | 500,000.00 | 0.00 | 8,500,000.00 | Fixed | 4 | N/A |

[Lender / Lien Holder / Judgement Creditor](#)

Cancel
Amend Security Interest

ration would not go for authorization since you have the authorizer assigned to you.

- After successfully amending the registration, a confirmation message will be displayed as shown below.

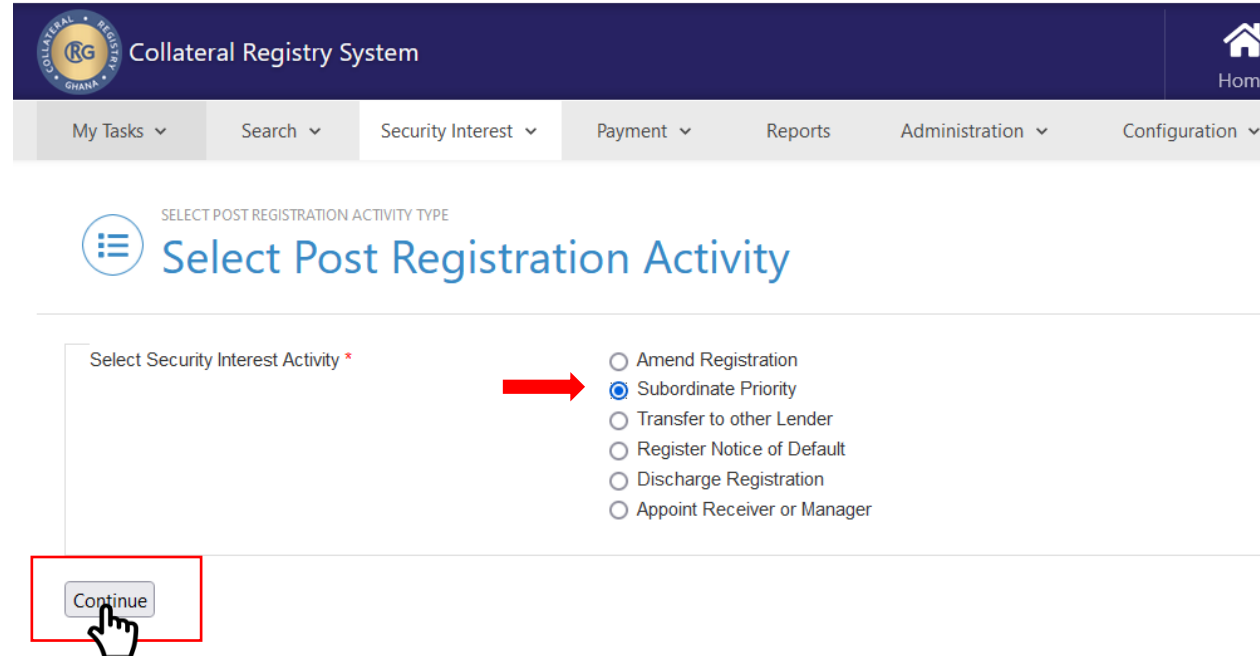


Post Registration Activities

How to Subordinate a Security Interest

Post – Registration Activities

- To initiate the Subordinate Priority activity, follow the steps under *'How to Select a Post Registration Activity'* and select **Subordinate Priority** from the list of options.
- Click the **Continue** button to display the **Subordinate Priority** page.



The screenshot displays the Collateral Registry System interface. The header includes the Bank of Ghana logo and the text 'Collateral Registry System'. Below the header is a navigation bar with options: My Tasks, Search, Security Interest, Payment, Reports, Administration, and Configuration. The main content area is titled 'SELECT POST REGISTRATION ACTIVITY TYPE' and 'Select Post Registration Activity'. A form titled 'Select Security Interest Activity *' contains a list of radio button options: Amend Registration, Subordinate Priority (selected), Transfer to other Lender, Register Notice of Default, Discharge Registration, and Appoint Receiver or Manager. A red arrow points to the 'Subordinate Priority' option. A red box highlights the 'Continue' button, with a hand cursor icon pointing to it.

Post – Registration Activities

- Provide the security interest registration number of the subordinated security interest notice and select associated collateral.
- Next, click the **Register Subordination of Priority** button.

SUBORDINATE SECURITY INTEREST

Subordination of Priority

Subordinate

Enter registration number for security interest you are subordinating to:

Subordinated Security Interest Notice Registration No. *

| Subtype | SerialNo | Description |
|---------------------------------------|----------|---|
| <input type="checkbox"/> Bank Account | 113 | Floating charge over the Collection Account together with all Receivables and Related R otherwise, together with all interest accruing from time to time in respect of such money a |

- After successfully registering the subordination of priority, a confirmation message will be displayed.

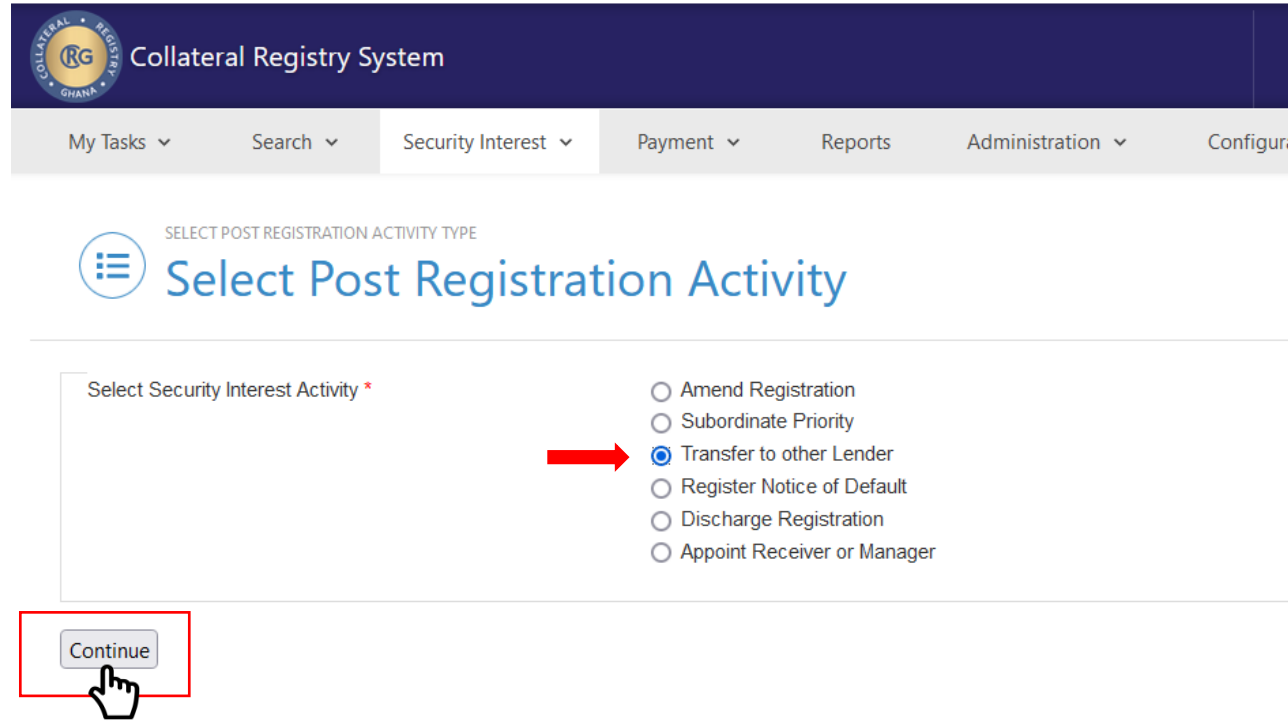


Post Registration Activities

How to Transfer a Security Interest to Other Lender

Post – Registration Activities

- Follow the steps under *'How to Select a Post Registration Activity'* and select **Transfer to other Lender** from the list of options.
- Click the **Continue** button to display the **Transfer to other Lender** page.



The screenshot displays the Collateral Registry System interface. At the top, there is a dark blue header with the Collateral Registry System logo and the text "Collateral Registry System". Below the header is a navigation bar with several menu items: "My Tasks", "Search", "Security Interest", "Payment", "Reports", "Administration", and "Configura".

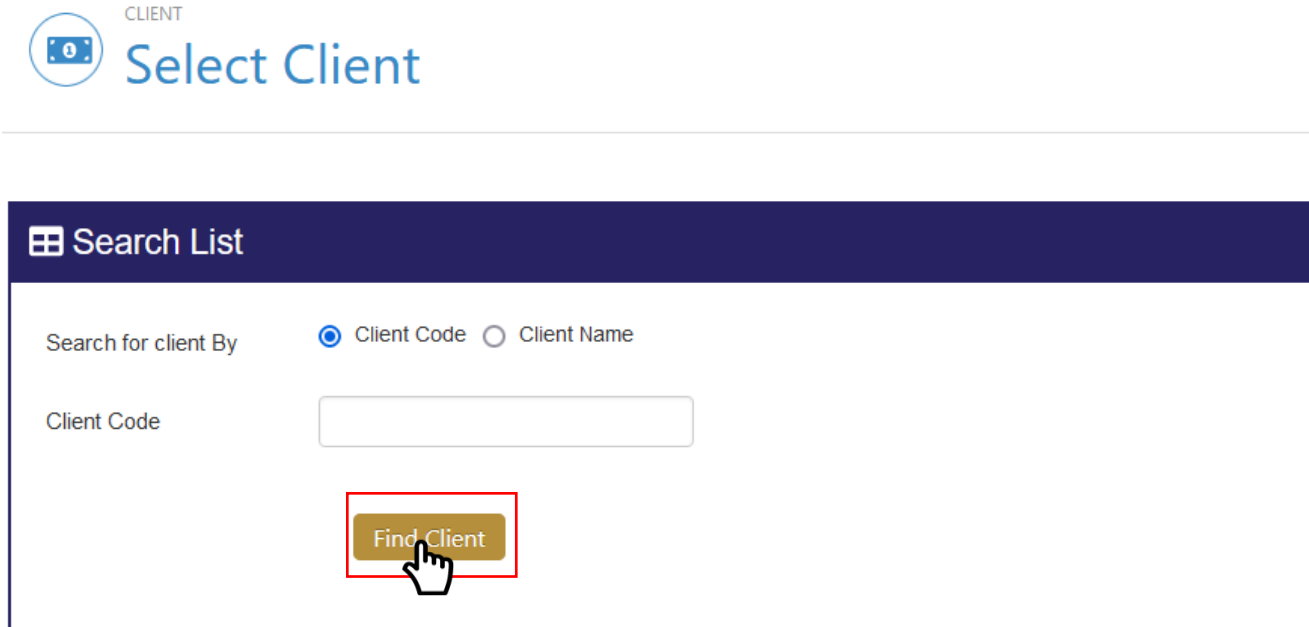
The main content area is titled "SELECT POST REGISTRATION ACTIVITY TYPE" and "Select Post Registration Activity". Below this, there is a section titled "Select Security Interest Activity *". This section contains a list of radio button options:

- Amend Registration
- Subordinate Priority
- Transfer to other Lender
- Register Notice of Default
- Discharge Registration
- Appoint Receiver or Manager

A red arrow points to the "Transfer to other Lender" option. Below the list of options, there is a "Continue" button, which is highlighted with a red box and a hand cursor pointing to it.

Post – Registration Activities

- Search for client by using **Client Code** or **Client Name**.
- Next, click the **Find Client** button.

A screenshot of a web application interface for selecting a client. At the top left, there is a circular icon with a Ghanaian flag and the word "CLIENT" above it, followed by the text "Select Client". Below this is a dark blue header bar with a white grid icon and the text "Search List". The main content area has a label "Search for client By" followed by two radio buttons: "Client Code" (which is selected) and "Client Name". Below this is a text input field labeled "Client Code". At the bottom of the form, there is a yellow button with the text "Find Client" and a hand cursor icon pointing to it, which is highlighted with a red rectangular border.

- Review the information in the “**Client Summary View**” section and click on “**Continue with this client**” button.
- Verify the “**Transferee Details**” and click on the “**Submit Transfer Request**” to proceed with the transfer of the Security Interest.
- After successfully registering the subordination of priority, a confirmation message will be displayed.

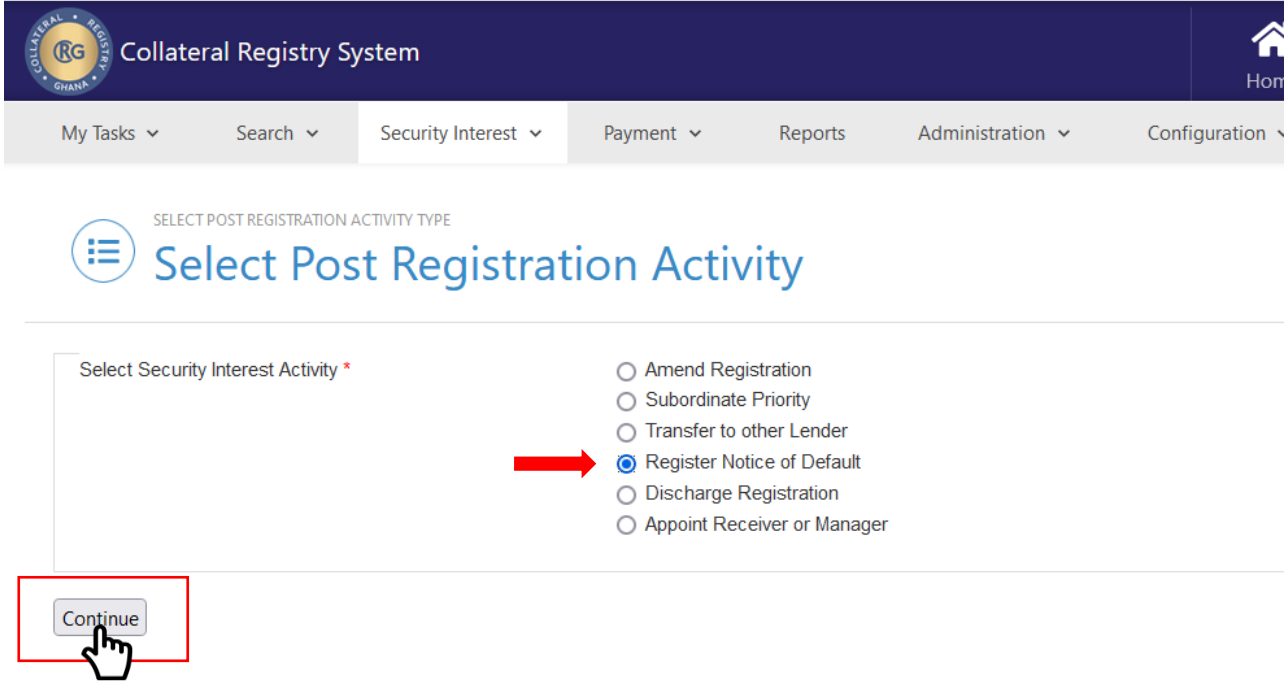


Post Registration Activities

How to Register a Notice of Default


Post – Registration Activities


- Follow the steps under *'How to Select a Post Registration Activity'* and select **Register Notice of Default** from the list of options.
- Click the **Continue** button to display the **Register Notice of Default** page.



Post – Registration Activities

- Provide the required information.
- Next, click the **Register Notice of Default** button.

 NOTICE OF DEFAULT
Notice of Default

 Notice of Default

| | |
|--|--|
| Default Date * | <input type="text" value="03/03/2022"/> |
| Date of receipt of notice of default * | <input type="text" value="14/09/2022"/> |
| Currency * | <input style="border-bottom: 1px solid #ccc;" type="text" value="Ghana Cedi"/> |
| Outstanding Secured Amount * | <input type="text" value="23,003,400.24"/> |

- After successfully registering the notice of default , a confirmation message will be displayed.

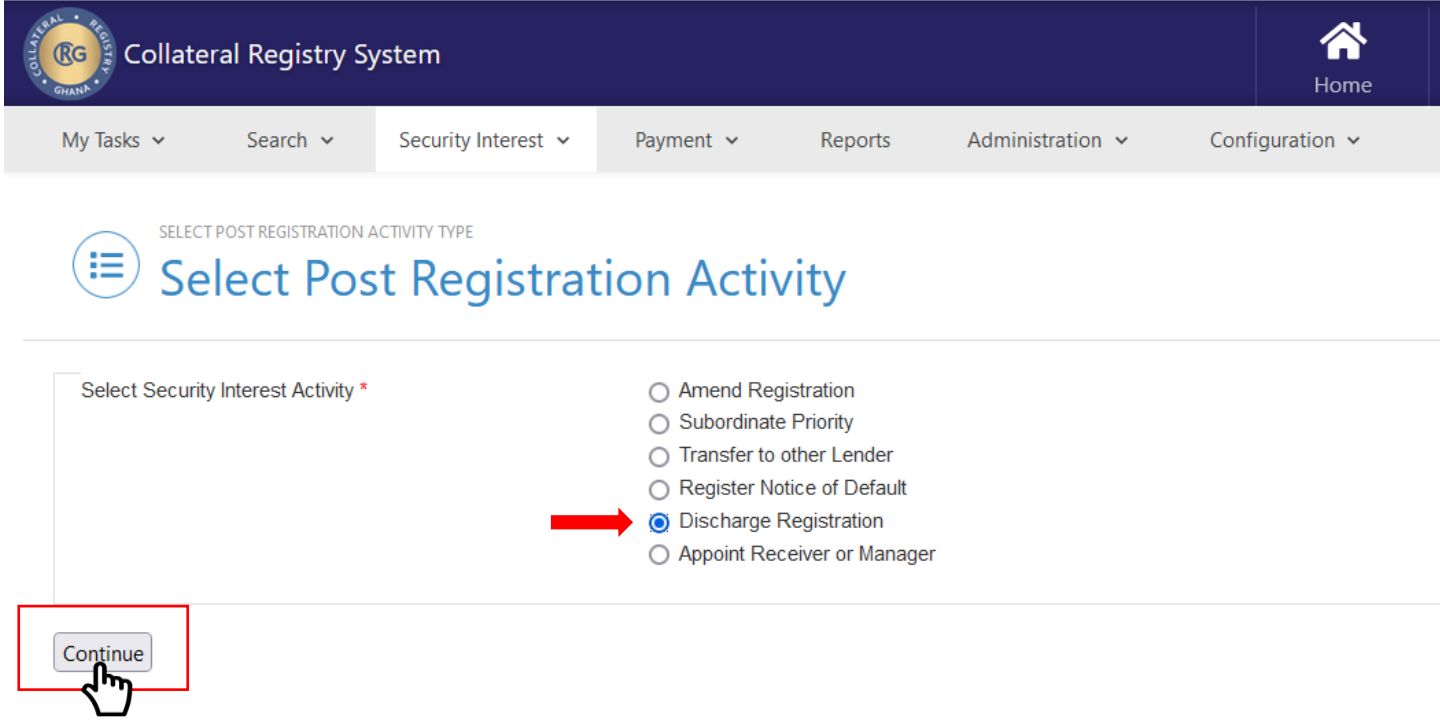


Post Registration Activities

How to Register a Discharge

Post – Registration Activities

- Follow the steps under 'How to Select a Post Registration Activity' and select **Discharge Registration** from the list of options.
- Click the **Continue** button to display the **Discharge Registration page**.



The screenshot shows the Collateral Registry System interface. At the top, there is a dark blue header with the Collateral Registry System logo and a 'Home' button. Below the header is a navigation bar with dropdown menus for 'My Tasks', 'Search', 'Security Interest', 'Payment', 'Reports', 'Administration', and 'Configuration'. The main content area is titled 'SELECT POST REGISTRATION ACTIVITY TYPE' and 'Select Post Registration Activity'. Underneath, there is a section titled 'Select Security Interest Activity *' with a list of radio button options: 'Amend Registration', 'Subordinate Priority', 'Transfer to other Lender', 'Register Notice of Default', 'Discharge Registration', and 'Appoint Receiver or Manager'. A red arrow points to the 'Discharge Registration' option, which is selected. At the bottom left, a 'Continue' button is highlighted with a red box, and a hand cursor is pointing at it.

Post – Registration Activities

- Select the **Discharge type** and **Discharging reason(s)**.
- Next, click the **Register Discharge** button to discharge the registration.

CANCEL SECURITY INTEREST

Discharge of Security Interest

Please review the details of the Security Interest below selected for discharge

Discharge

Select Discharge Type* Full Discharge Partial Discharge

Discharging

Discharging reason(s) *

- The obligations under the credit agreement to which the registration relates have been performed and there is No Future commitment
- Collateral has been sold
- Collateral has been retained
- Debt has been settled and collateral redeemed
- Registration of the security interest was done in error or fraudulent
- Court Order

- After successfully registering the discharge, a confirmation message will be displayed.

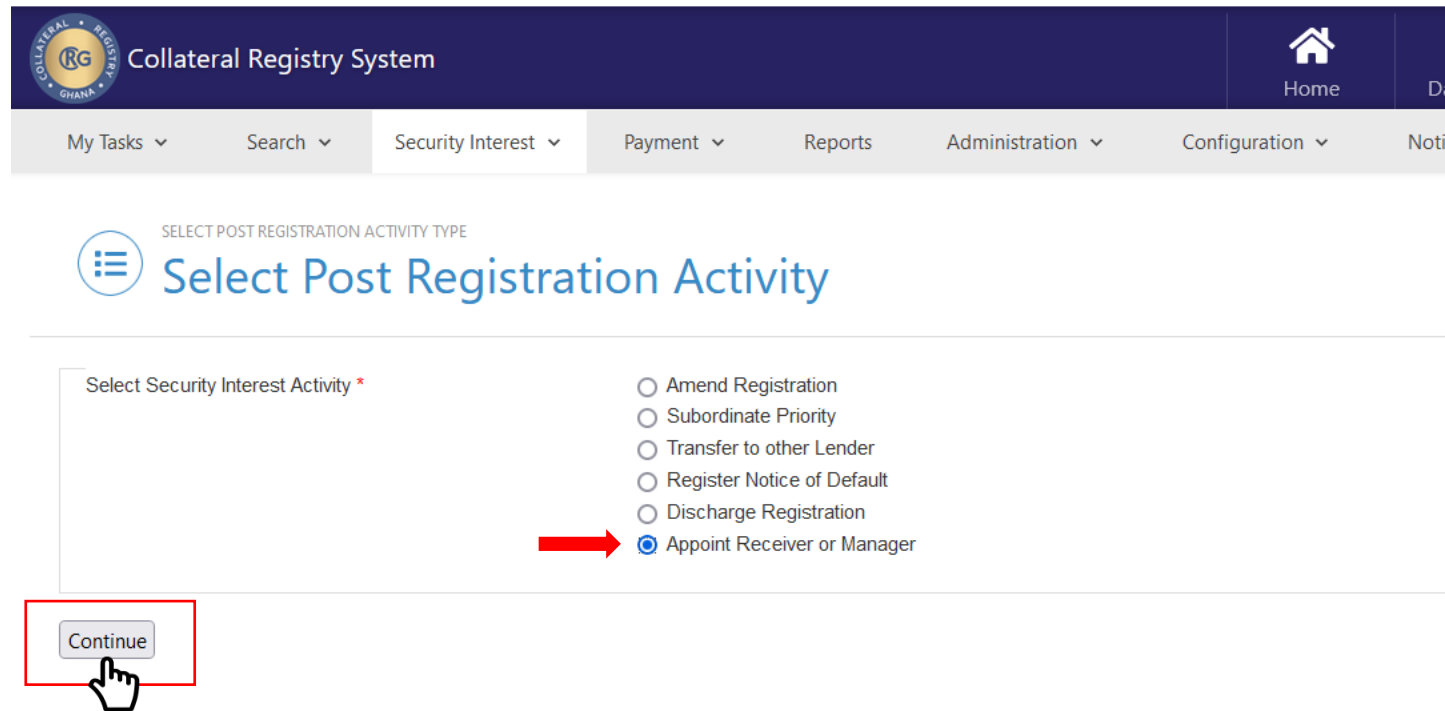


Post Registration Activities

How to Register a Receiver or Manager

Post – Registration Activities

- Follow the steps under *'How to Select a Post Registration Activity'* and select **Appoint Receiver or Manager** from the list of options.
- Click the **Continue** button to display the **Appoint Receiver or Manager** page.



The screenshot displays the Collateral Registry System interface. At the top, there is a dark blue header with the Bank of Ghana logo and the text 'Collateral Registry System'. Below the header is a navigation bar with several menu items: 'My Tasks', 'Search', 'Security Interest', 'Payment', 'Reports', 'Administration', 'Configuration', and 'Noti'. The main content area is titled 'SELECT POST REGISTRATION ACTIVITY TYPE' and 'Select Post Registration Activity'. Below this, there is a form titled 'Select Security Interest Activity *'. The form contains a list of radio button options: 'Amend Registration', 'Subordinate Priority', 'Transfer to other Lender', 'Register Notice of Default', 'Discharge Registration', and 'Appoint Receiver or Manager'. A red arrow points to the 'Appoint Receiver or Manager' option, which is selected. Below the form, there is a 'Continue' button, which is highlighted with a red box and a hand cursor pointing to it.

Post – Registration Activities

- Provide the required information in all the mandatory fields.

APPOINTMENT OF RECEIVER OR MANAGER

Appointment of Receiver/Manager

Note: * Means Required / Mandatory Field

Appointment of Receiver or Manager

| | | | |
|-------------------------------|---|----------------------------------|----------------------|
| Appointment Date * | <input type="text" value="dd/mm/yyyy"/> | Email * | <input type="text"/> |
| Effective Date * | <input type="text" value="dd/mm/yyyy"/> | Description of Transaction * | <input type="text"/> |
| Name of Receiver or Manager * | <input type="text"/> | Grounds/Reason for Appointment * | <input type="text"/> |
| Physical Address * | <input type="text"/> | | |
| Telephone * | <input type="text"/> | | |

- After successfully appointing a receiver or manager, a confirmation message will be displayed as shown below.

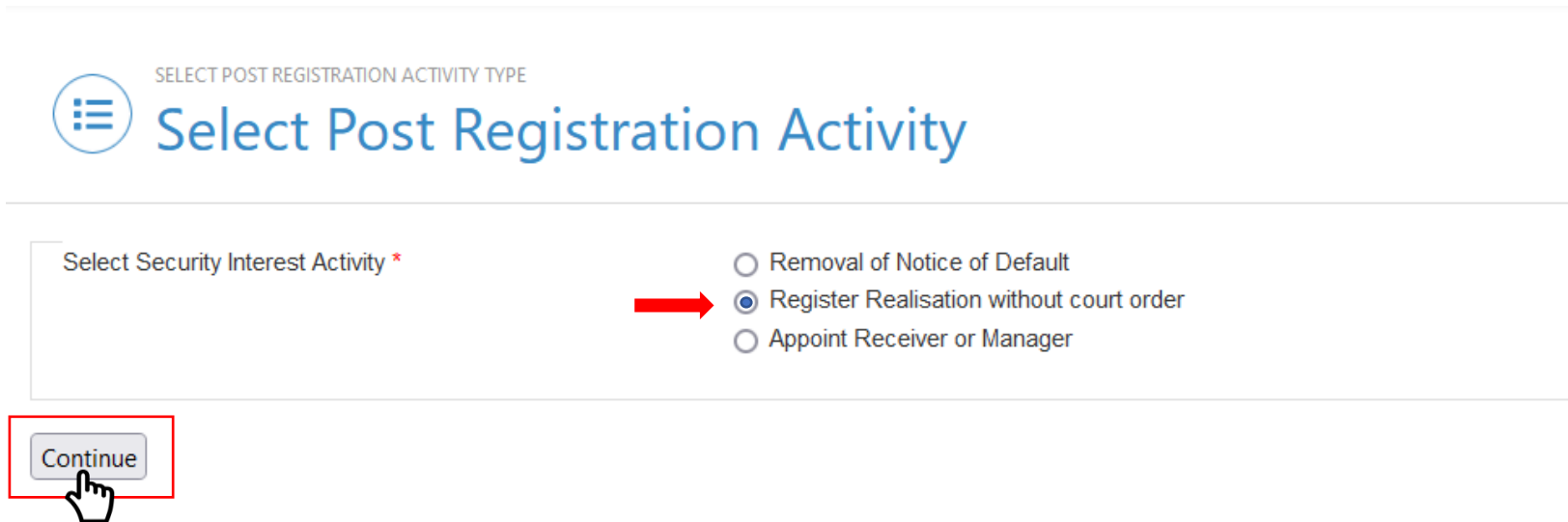


Post Registration Activities

How to Register a Realisation without Court Order

Post – Registration Activities

- Follow the steps under '*How to Select a Post Registration Activity*' and select **Register Realisation without Court Order** from the list of options.
- Click the **Continue** button to display the **Register Realisation without Court Order** page.

A screenshot of a web form titled "SELECT POST REGISTRATION ACTIVITY TYPE" and "Select Post Registration Activity". The form contains a section labeled "Select Security Interest Activity *" with three radio button options: "Removal of Notice of Default", "Register Realisation without court order", and "Appoint Receiver or Manager". A red arrow points to the "Register Realisation without court order" option. Below the form is a "Continue" button, which is highlighted with a red box and a hand cursor icon pointing to it.

SELECT POST REGISTRATION ACTIVITY TYPE

Select Post Registration Activity

Select Security Interest Activity *

- Removal of Notice of Default
- Register Realisation without court order
- Appoint Receiver or Manager

Continue

Post – Registration Activities

- Select the collateral to be realised and then upload relevant documents by clicking on **Add file**.
- Next, click the **Submit Realisation Request** button.

REALISATION WITHOUT COURT ORDER

Realisation without Court Order

Please review the details of the Security Interest below selected for realisation

Realisation without court order

| | |
|--------------------------------------|------------|
| Default Date | 04/01/2023 |
| Date of receipt of Notice of Default | 01/02/2023 |
| Outstanding Secured Amount | 8576787.00 |

| Subtype | SerialNo | Description |
|---------|----------|-------------|
|---------|----------|-------------|

- After successfully submitting the **Realisation without Court Order** request, a confirmation message will be displayed.

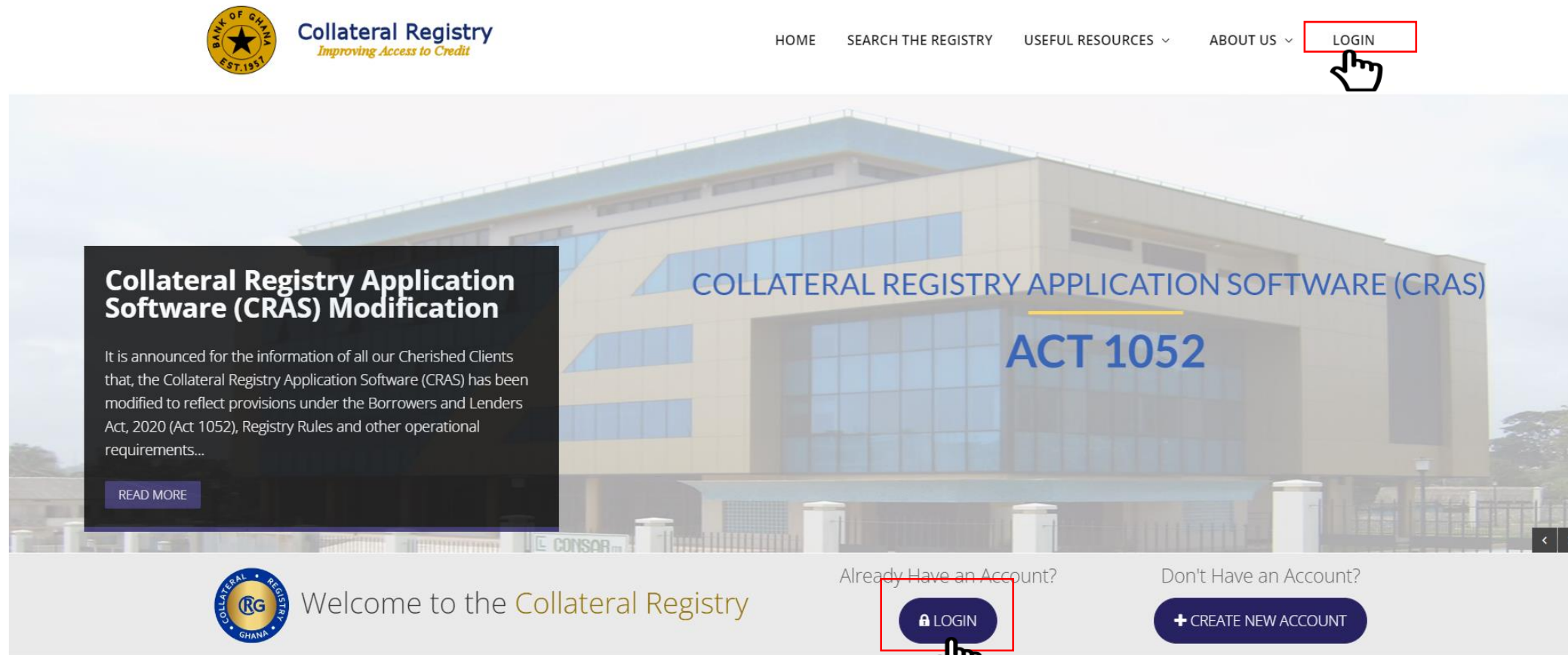


Authorizing Pending Activities

How to Authorize a Registration and Other Post Registration Activities

Authorizing Pending Activities

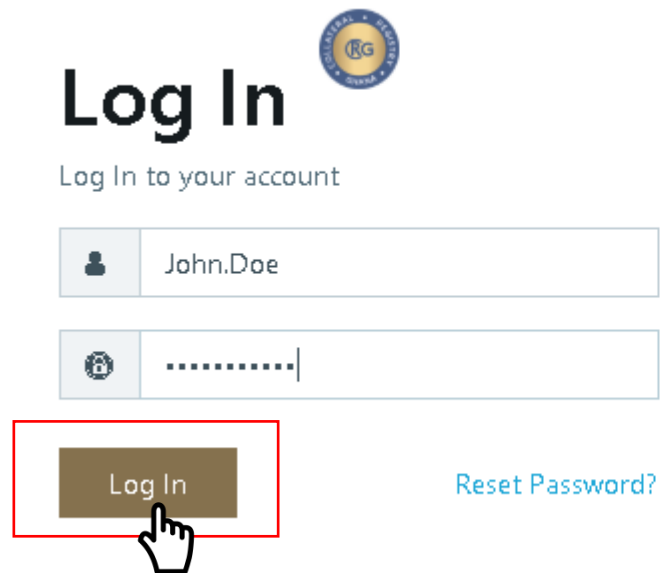
- Visit <https://www.collateralregistry.gov.gh> and on the Home Page click “**LOGIN**”.



The screenshot shows the Collateral Registry website. At the top left is the Bank of Ghana logo and the text "Collateral Registry Improving Access to Credit". The navigation menu includes "HOME", "SEARCH THE REGISTRY", "USEFUL RESOURCES", "ABOUT US", and "LOGIN". The "LOGIN" link is highlighted with a red box and a hand cursor. Below the navigation is a large banner for "COLLATERAL REGISTRY APPLICATION SOFTWARE (CRAS) ACT 1052". On the left side of the banner, there is a dark box with the text "Collateral Registry Application Software (CRAS) Modification" and a "READ MORE" button. At the bottom of the page, there is a "Welcome to the Collateral Registry" message with a logo. To the right, there are two buttons: "Already Have an Account?" with a "LOGIN" button (highlighted with a red box and hand cursor) and "Don't Have an Account?" with a "CREATE NEW ACCOUNT" button.

Authorizing Pending Activities

- On the **Login Page** enter your **Username** and **Password**.
- Next, click the **Log In** button.

A screenshot of a login form for the Bank of Ghana. The form has a white background and a small circular logo in the top right corner. The title "Log In" is prominently displayed. Below the title is the instruction "Log In to your account". There are two input fields: the first contains the username "John.Doe" and the second contains a masked password ".....". A "Log In" button is located below the password field, highlighted with a red rectangular border and a hand cursor icon pointing to it. To the right of the button is a link labeled "Reset Password?".

Log In

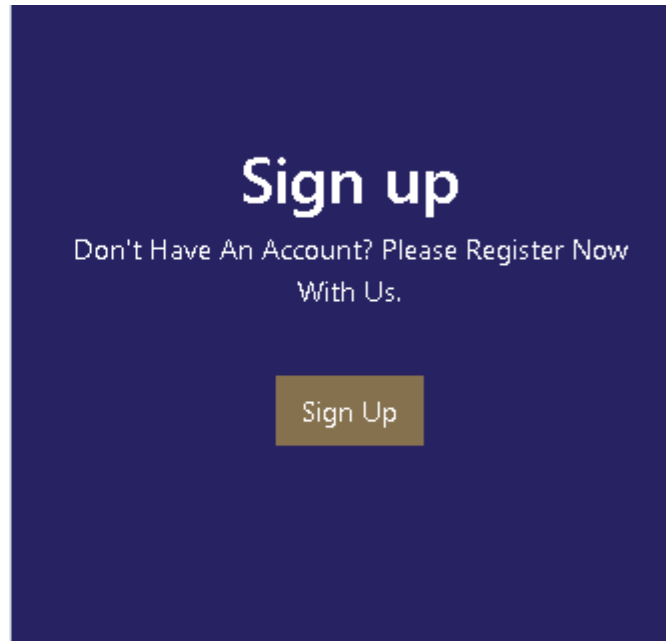
Log In to your account

John.Doe

.....

Log In

[Reset Password?](#)

A screenshot of a sign-up form with a dark blue background. The title "Sign up" is centered at the top. Below it is the text "Don't Have An Account? Please Register Now With Us." and a "Sign Up" button.

Sign up

Don't Have An Account? Please Register Now
With Us.

Sign Up

Authorizing Pending Activities

- Select **My Task** and click on **My Pending Tasks** to view all pending tasks.
- Next, click **Handle** to select the task you intend to review and authorize.

LIST OF ALL PENDING TASKS

My Pending Tasks

List

Date Search Method Use start and end date
More information here Use month and year

Start Date

End Date

Submit Search

My Tasks

| Actions | Submission Date | Subject | Request Type |
|---------------|---|---|----------------------------|
| Handle | <input type="text"/> x <input type="text"/> x | <input type="text"/> | <input type="text"/> |
| | 22 May, 2023 11:16:10 | Authorize Security Interest Amendment - 2023-666000 | Post Registration Activity |

Page 1 of 1

Authorizing Pending Activities

- Review and select the appropriate action.

| | |
|---------------------------------------|--|
| Details | You are receiving this task because the user <i>Akua C</i> |
| Select Action * | <input type="radio"/> Authorize <input type="radio"/> Deny <input type="radio"/> Resend to submitter |
| Add Comment | <input type="text"/> |
| <input type="button" value="Submit"/> | |

- Click on **Submit** to complete the authorization process. After successfully submitting the request, a confirmation message will be displayed.



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